

## **Retirement Specialist**

The Retirement Specialist administrates the County Pension Plan and interfaces with the Actuary.

### **Responsibilities include:**

- Receives applications for new members in the pension plan, prepares files and enters data in the pension system.
- Prepares information for retirement quotations to be forwarded to the actuary.
- Prepares paperwork for vested personnel.
- Generates the active update which is reconciled with the payroll.
- Prepares payout schedules for terminations, retirements, active and/or retiree deaths. Calculates the payments, including Federal Income Tax if applicable, and enters any additions, changes or deletions to the pension system.
- Maintains monthly records for the auditor's review at the end of the year.
- Prepares schedule for 1099R's for auditor's review.
- Prepares pension benefit statement information for actuary.

### **Qualifications:**

- Associate's Degree, or equivalent work experience.
- At least 2 years of defined benefit plan administration experience.
- Proficient in Microsoft office products such as Word, Excel, Outlook. HRIS experience preferred.
- Strong focus on excellent service to all plan participants.
- Demonstrated ability to communicate effectively with employees and retirees.
- Ability to prioritize, work efficiently, complete tasks within deadlines, and transition from task to task.
- Strong attention to detail.
- Ability to be creative, innovative, work independently and troubleshoot issues with undefined solutions.
- Experience in handling and producing confidential information.

**Interested candidates must apply by Wednesday January 7, 2009 to:**

**Deputy Director for Human Resources  
200 Adams Avenue  
Scranton, PA 18503**