

**NOTICE**

There is a job vacancy in the **BAY COUNTY PERSONNEL AND EMPLOYEE RELATIONS DEPARTMENT.**

**JOB TITLE:** RETIREMENT ADMINISTRATOR/ACCOUNTANT

**PAY GRADE:** \$47,424.00 entry, progressing to  
\$55,577.60 after 3 years (PB08)\*  
or  
\$43,347.20 entry, progressing to  
\$50,336.00 after three years (PB07)

\*If previous retirement administration experience.

**GENERAL SUMMARY:**

Versed in governmental accounting practices, procedures and principals. Responsible to perform general accounting functions for the Bay County Retirement System Fund. Prepare reports on the Retirement System Fund to federal, state and local governmental agencies and private entities as required but not otherwise assigned. Will assist other division heads in finance department relative to the retirement system fund as directed. Is responsible for all human resources actuaries pertaining to potential and past retirees from Bay County, Department of Water and Sewer, Library, Bay-Arenac Behavioral Health, Medical Care Facility, Sheriff's group. Reports directly to the Director of Personnel and Employee Relations and indirectly to the Finance Officer.

**TYPICAL DUTIES:**

1. Record all financial transactions of the retirement system.
2. Reconcile the retirement system fund general ledger.
3. Reconcile all investment purchases and sales of the retirement system, including fiscal oversight of money managers.
4. Reconcile the retirement system bank statements.
5. Act as liaison person for employee groups listed above.
6. Schedule seminars and individual sessions to explain pension benefits.
7. Initiate, review and update forms used by the retirement system.
8. Schedule pre-retirement planning seminars for employees contemplating retirement.
9. Assistant in updating retirement ordinance, as required.
10. Coordinate reporting procedures for all employee groups.
11. Prepare reports on the retirement system as required by federal, state and local governmental agencies and private entities.
12. Analyze retirement system vouchers, expense accounts and outstanding balances of the retirement system.
13. Audit travel vouchers, expense accounts and outstanding balances of the retirement system.
14. Perform general accounting functions for the retirement system as prescribed by Finance Officer.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Bachelor's Degree in business with accounting curriculum, governmental or fund accounting and/or human resource/benefits. Experience preferred, but not required. Testing for competency in basic accounting and intermediate Excel required. "In box" exercise and writing proficiency may also be required.

**PHYSICAL:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Valid operator's license required.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US mail at 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Thursday, October 3, 2013.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."