

HAMPDEN COUNTY REGIONAL RETIREMENT BOARD
67 Hunt Street Suite 202
Agawam, MA 01001

PRE-RETIREMENT COORDINATOR

This is a full time 8:00am to 4:00pm Monday through Friday position in helping to direct the activities of the retirement system for retirees and members of the Hampden County Board of Retirement

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Works under the direction of the Executive Director or Assistant Director and follows retirement board rules, regulations, and policies to perform the necessary work in discharging the day to day responsibilities of the office, and any other related work that may be required.
- Calculate retirement benefits for members of all units within the Retirement System.
- Provide retirement counseling and guidance regarding superannuation retirement benefits to members across all units of the Retirement System.
- Research, review, and calculate service buybacks and make-up contributions in accordance with applicable laws and regulations.
- Prepare, maintain, and update monthly payroll spreadsheets to reflect newly retired members and related payroll adjustments.
- Provide backup support to the Director and Assistant Director in maintaining office cashbooks, the general ledger, and financial journals, as they relate to the financial operations of the Retirement System.
- Interpret and apply Massachusetts General Laws, Chapter 32, and relevant amendments and applicable legislation to ensure the accuracy of member information, retirement benefit research, calculations, and related administrative functions.
- Assist in the overall administration and daily operations of the Retirement System.

QUALIFICATIONS AND REQUIREMENTS

- Must be able to follow instruction and function independently
- Must be accurate, detail oriented, flexible and able to handle a multitude of tasks.
- Strong verbal and written communication skills
- Ability to troubleshoot and resolve matters
- Excellent knowledge and proficient use of computers, including Microsoft Word, Excel and PowerPoint.

Salary Range: \$70,000.00-\$80,000.00

Please email resume to kmartin@hcrb.org by October 26, 2026

We will be scheduling interviews on October 30, 2026