HAMPDEN COUNTY REGIONAL RETIREMENT BOARD

67 Hunt Street Suite 202

Agawam, MA 01001

RETIREMENT PAYROLL SPECIALIST

- This position supports the operations and activities of the Retirement System, helping provide services and assistance to its members and ensuring that retirement-related benefits and services are administered effectively.

ESSENTIAL TASKS AND RESPONSIBILITIES

- 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.
- Maintain confidentiality in all aspects of record maintenance and review, processing of monthly retiree payroll warrant.
- Updating retiree addresses, beneficiaries, banking information for direct deposit, tax withholding, insurance withholding COLA increase adjustments
- Maintaining assigned member unit deduction information including monthly posting of withholdings
- Inputting new members.
- processing retirement applications and calculation of benefit amount and submission of necessary documentation to PERAC for benefit approval
- Answering questions via telephone, email, written correspondence or in person.
- Must be ready and willing to assist in any projects and duties in the office under the direction of the Executive Director or Assistant Director.

QUALIFICATIONS AND REQUIREMENTS

- Must be able to follow instructions and function independently.
- Must be accurate, detailed oriented, flexible, and able to handle a multitude of tasks.
- Strong attention to detail, verbal, and written communication skills.
- Ability to troubleshoot and resolve matters.
- Excellent working knowledge and proficient use of computers, including Microsoft Word, Excel, and PowerPoint.
- This position requires maintaining confidentiality.

WORK SCHEDULE

- Monday through Friday from 8:00 A.M. to 4:00 P.M.

Salary Range: 48,000.00 to 58,000.00 **Please email resume to kmartin@hcrb.org by November 22, 2026.** We will be scheduling interviews on November 25, 2026