

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

**TITLE OF JOB:** Retirement Benefits Assistant

**DEPARTMENT:** Retirement Services (NAD-RET)

**SUPERVISOR:** Tara Mead, Retirement Assistant Administrator

**POSITION SUMMARY:** Primary responsibilities involve collecting retirement application data, analyzing personal service records of retiring denominational employees, interpreting retirement plan policies to determine eligibility, calculating Retirement Plan benefits, and subsequent follow-up for all retirement benefit inquiries/adjustments thereafter.

**AUTHORITY, ACCOUNTABILITY:** Work is performed with limited supervision within specific established guidelines.

### **ESSENTIAL JOB FUNCTIONS:**

- Processes retirement applications for all DB (Defined Benefit) plans (church and hospital) including in-depth evaluation of service records, analyzing peripheral applicable data regarding exceptions, interpreting and implementing established policies, ultimately determining retirees benefits (monthly and peripheral or supplemental benefits) and all retirement plan benefit/policy inquiries thereafter.
- Maintains data base of information regarding retirement inquiries and other related issues.
- Consults with clients (retirees) to assist retiree and employing organizations - via personal interview, telephone, fax, and correspondence--with questions regarding retirement policies and benefits.
- Conducts extensive historical data research regarding questions, disputes, etc., as needed.
- Maintains Retirement Allowance records.
- Initiates retirement applications from point of contact with plan participant of Boston Regional Medical Center (BRMC) and other 'closed' institutions, per established policies, including maintaining original Service Records for former employees. (Process includes initial creation of application documents, after evaluating and establishing eligibility, and ultimately determining retirement benefits and notifying retiree).
- Determines eligibility and initiates benefits for terminated vested individuals to comply with government Required Minimum Distribution regulations.
- Performs other duties as assigned by Supervisor.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree in office administration or business related field or certification from business college, including courses in word processing and computer literacy. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. A minimum of three to four years of relevant, progressive work experience, including accounting/bookkeeping, is required to gain the skills and knowledge required to perform job duties.

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If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) and follow instructions from response email.

**Posted:**

**Date and Time**

**Monday, August 17, 2020 @ 10:00 a.m.**