



NHRS

New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM CAREER OPPORTUNITY

Retirement Generalist

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org or [apply on line](#)

Position Title: Retirement Generalist

Functional Area: Member Services

Date Established: 10/5/2020

Title of Supervisor: Member Services Manager

Date of Last Amendment: NA

NHRS Position Band/Min. Step: G

Collective Bargaining Unit Status: In Unit

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

To prepare, verify, and process medical insurance subsidy, premium deductions and coverage changes for retired members, spouses and dependents to ensure accurate payment to NHRS participating employers and other healthcare plan administrators pursuant to RSA 100-A:50 – 55. Prepare, verify, and reconcile retiree and survivor benefit payroll. Coordinate the processing of survivorship benefits.

ACCOUNTABILITIES:

- Audits monthly retiree payroll transactions for terminations, additions and changes according to policy and procedures. Processes adjustments into business software.
- Implements and/or certifies all insurance vendor rate changes and provides results for use in reconciliation of monthly insurance payroll transactions.
- Audits and processes insurance premiums and subsidy enrollments and changes in coverage status; updates insurance vendor account records accordingly.
- Compiles payroll worksheets for use in reconciliation of data recorded into NHRS business software.
- Reviews and verifies changes to retiree insurance records for insufficient funds, type and level status, premiums, employer supplements and subsidy amounts. Processes any necessary corrections and coordinates retiree communication with employers/Third Party Administrators (TPA).
- Verifies existence of medical subsidy certifications for eligible member, monitors and

updates yearly eligibility status.

- Contacts employers and healthcare administrators as needed for Medicare eligibility forms.
- Investigates complex issues discovered during employer insurance audit to ensure statutory compliance.
- Records routine retiree account maintenance (i.e., retiree address changes, changes in withholding tax status, retiree, spouse and dependent information relative to retiree medical insurance).
- Process post-retirement beneficiary changes to business software.
- Computes and records specific court-ordered payroll adjustment for Qualified Domestic Relations Orders, Gainful Occupation and Workers Compensation. Calculates and adjusts miscellaneous additional benefits, such as retiree deductions as necessary for FIT withholding and age 65 reductions.
- Processes retiree deaths, calculates benefits payable to designated beneficiaries and/or surviving spouses after determining applicable account statutes.
- Determines and communicates to retiree beneficiaries, the need for required documents at time of death, (i.e., death certificates, power of attorney, appointment of executor.)
- Sets up beneficiary records for deceased members when appropriate.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associates degree in accounting or other related field. Education may be substituted for additional years of experience.

Experience: Two years bookkeeping or accounting experience. Experience may be substituted for additional years of education.

License/Certification: Valid driver's license preferred.

SPECIAL REQUIREMENTS:

- Provides some input into technical decisions.
- Strong communications skills.
- Ability to understand and apply regulatory language and concepts.
- This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Working knowledge of the general principles of financial administration.
- Knowledge of modern office equipment, practices and procedures.
- Ability to devise and install accounting methods, techniques and procedures.
- Ability to communicate effectively.
- Ability to maintain effective working relationships with other employees and the public.
- Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

PHYSICAL REQUIREMENTS:

- This position requires sitting (80%), standing (5%), and walking (15%).
- Requires lifting materials of approximately 20-25 lbs.
- Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.