

Title: <b>Senior Retirement Administrator (ASHERS)</b>	Effective Date: June 14, 2025	Grade: 16	Job Category: Professional
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**CHARACTERISTICS OF WORK**

This position is responsible for coordinating and leading activities involved in informing employees about retirement plan benefits and completing and/or reviewing retirement program related documents.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Coordinate and disseminate information concerning the Department’s retirement plan.
- Lead efforts to assemble and review appropriate employment and retirement plan records.
- Coordinate and calculate benefits payable to retirees or beneficiaries and explain choices of benefits.
- Provide for proper receipt and deposit of employee contributions to the retirement fund.
- Monitor the available cash daily.
- Monitor and maintain a complete record of all investment transactions, anticipating the money that will flow from contributions and investment transactions to assure that it is received.
- Maintain records and provide coordinating transfer instructions to the bank and the broker to assure that the system receives full security.
- Coordinate the preparation of data for actuarial valuation.
- Conduct studies and present reports.
- Provide guidance and support of program development.
- Coordinate and calculate employees’ retirement benefits; military and prior service purchases; and qualified domestic relations orders.
- Understand and interpret Department policies, organizations, operations and procedures primarily as it relates to employees transitioning from active employees to retirement.
- Provide mentoring and training to lesser experienced team members.

**MINIMUM REQUIREMENTS**

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in related field OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Work experience with retirement benefits and administrative duties with progressively more complex work responsibilities.

Knowledge, skills and abilities: Advanced knowledge of Microsoft Word, Excel and Outlook. Mathematical ability and ability to accurately record figures. Ability to interpret and apply federal and state policies and procedures related to governmental retirement systems. Ability to communicate effectively both orally and in writing. Attention to detail. Ability to organize, prioritize and multi-task. Well-developed sense of urgency and follow-through. Ability to lead and train others.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**