



NHRS

New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM CAREER OPPORTUNITY Employer Reporting Specialist

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: Employer Reporting Specialist

Functional Area: Finance

Date Established: 1/11/05

Title of Supervisor: Employer Reporting Manager

Date of Last Amendment: 10/2021

NHRS Position Band: E

Collective Bargaining Unit Status: In Unit

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

Provides direct, expert assistance to employers in preventing and correcting errors in employer contribution reports so data may be posted properly into NHRS' business software. Responsible for accurate accounting for all daily cash receipts. Responsible for assisting with developing and delivering employer education on varying topics.

ACCOUNTABILITIES:

- Provides expert assistance to employers and their software vendors as needed, regarding laws and rules including reporting requirements in relevant subject area. Provides ongoing contact and assistance to enable employers to independently correct their own submission errors.
- Serves as subject matter expert for assisting employers with file submissions and exception clearing.
- Works with Public Information Office on development, implementation and delivery of Employer Education.
- Responsible for entering cash payments received from employers and balancing cash entered in system of record to bank records.
- Responsible for verification of financial information received from Employers and Retirees.
- Actively participates as a member of the Finance Team in all related team functions, including,

but not limited to, direct involvement in various strategic plan initiatives, collaborative problem-solving, strategic development and peer feedback and support.

- Serves as back up to Finance team members.
- Any other related and appropriate duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Associates degree from a recognized college or university with major study in accounting or business administration preferred. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in accounting and customer service experience. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license preferred.

SPECIAL REQUIREMENTS:

- This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.
- Ability to present facts and instruction to NHRS employers using clear and concise written and verbal instructions.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- High attention to detail.
- Ability to plan and perform diversified duties with critical deadlines.
- Strong technological ability to understand and use multiple software and standard office systems.
- Dependability and reliability.
- Strong ability to communicate effectively orally and in writing to individuals and groups. Ability to establish and maintain harmonious relationships with NHRS employers and fellow employees.
- Ability to exercise good judgement and to think and act objectively.
- Ability to understand and interpret administrative rules and statutes that govern NHRS.

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 in meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.