

Dakotas Conference Assistant Benefits Officer

Reports to: Conference Benefits Officer

Status: Full Time

Salary: \$18-\$20/hr depending on experience

Job Summary:

Assist in administering, interpreting, and maintaining all benefit plans for clergy (active and retired) and spouses, lay employees (active and retired), and spouses, and surviving spouses of the Dakotas Conference of the United Methodist Church. The benefit plans include pension, health, death and disability, flexible spending, health savings, and wellness incentive programs.

Education and Experience

Bachelor/Associate Degree in Business, Human Resources, Finance, or similar level of experience

Skills:

Must have the ability to organize, problem solve, and maintain records
Have oral and written communication skills
Knowledge in the use of data bases and computer skills important
Self-starter who is able to work independently with minimal supervision
Must be a team player
Confidentiality a must

Responsibilities:

Work directly with clergy active and retired, lay employees, spouses and surviving spouses regarding pension, health insurance and death and disability.

Communicate with Wespath Benefits and Investments regarding requests from participant information, deadlines, changes in rules, procedures, regulations, policies and benefits plans.

Administer and enroll eligible clergy and lay in the appropriate benefit programs and any follow-up needed.

Work directly with Finance office regarding church billings.

Work with District Superintendents on yearly and mid year appointment change compensations.

Report notification of deaths to Conference Benefits Officer

Research and answer questions brought by participants, church treasurers, members of the cabinet, members of other conferences and general agencies, and members of the Conference Board of Pension and Health Benefits.

Serve as “liaison” between participants and Wespath Health Team to resolve claim problems. Refer any unsettled disputes to the Conference Benefits Officer.

Other duties as assigned

Send resume and references to [Leana Stunes](#)