

Dakotas Annual Conference of the United Methodist Church  
Conference Benefits and Human Resources Officer (CBO/HR)

**Job Objective:** Administer the Conference clergy and lay staff benefits programs; lead and direct Conference Human Resource functions; coordinate with the Conference Treasurer financial reporting for Wespath and the Board of Pensions.

**Qualifications:**

*Education:* Bachelor/Associate degree in human resources, business, finance, or related field or similar level of experience.

*Preferred Experience:* Benefits and/or HR administrator or similar experience.

*Preferred Skills:* Ability to organize, problem solve and maintain meticulous records and confidentiality. Effective oral and written communication, computer, interpersonal, and leadership skills.

**Essential Functions:**

- Administer, interpret, and maintain all benefit plans for active and retired clergy, lay employees, clergy and lay surviving spouses of the Dakotas Conference of the United Methodist Church (UMC), and related organizations that participate in UMC health benefits. The benefit plans include pension, health, death and disability, flexible spending, health savings, and wellness incentive programs. The Conference Benefits and Human Resources Officer works directly with Wespath, the UMC's benefits provider. Responsibilities include:
  - Develop/track annual budget in coordination with board budget and finance committee
  - Coordinate with board chairperson, the board meetings, dates, location, agendas, and materials
  - Present Board of Pensions Reports during the Annual Conference and pre-conference meetings
  - Help develop and implement board training and new board member orientation
  - Prepare materials and communicate information to board members in a timely manner
  - Administer medical leave and disability benefit application process
  - Facilitate communications and education regarding the pension and health plans
  - Assist Treasurer with completing the annual Comprehensive Benefit Funding Plan (CBFP) for Wespath
  - Create and upload online pension calculator and retiree Health Reimbursement Account (HRA) calculator
  - Communicate death notifications to benefits and investments administrator
  - Oversee the clergy compensation form and monthly church billing processes
- Develop, implement, and manage the Conference Human Resources function, including:
  - Assist with recruiting, hiring and training new Conference staff
  - Oversee the completion of all new hire and termination paperwork
  - Review policies and practices, including Personnel Handbook, to maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices
  - Maintain employee records, e.g., background checks, performance evaluations, etc.
  - Communicate annual salary and payroll benefit deductions information to conference staff
  - Collaborate with Conference Human Resources Committee, as needed, for direction and advice

**Other Functions**

- Manage CBO/HR Assistant and interns (as needed)
- Communicate effectively with the clergy and all staff members to create and maintain a team environment
- Represent the Conference and Board professionally at all times
- Other duties as assigned.

**Physical Conditions**

- Occasional lifting and carrying items weighing up to twenty pounds
- Requires repetitive movements of the wrists, hands and/or fingers
- Requires the ability to receive and express detailed information through oral communication, visual acuity, and the ability to read and understand written directions

Email resume and references to Leana Stunes at [leana.stunes@dakotasumc.org](mailto:leana.stunes@dakotasumc.org)