

Dakotas Annual Conference of the United Methodist Church
Finance and Benefits/HR Assistant

Job Objective: Assist the Conference Finance and Benefits/HR offices with various accounting and administrative functions to support the ministries of the United Methodist Church.

Qualifications:

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

Preferred Experience: Demonstrated ability to organize, problem solve and maintain meticulous records and confidentiality. Demonstrated effective oral and written communication, computer (Office 365), mathematical, and strong interpersonal skills.

Essential Functions:

- Assist the Conference Benefits/HR Officer with the following key functions:
 - Administering all benefit plans for the Dakotas Conference of the United Methodist Church (UMC), including pension, health, death and disability, flexible spending, health savings, and wellness incentive programs.
 - Develop and implement training and new board member orientation for Board of Pensions members.
 - Prepare materials and communicate information to board members in a timely manner.
 - Facilitate communications and education regarding pension and health plans.
 - Communicate all participant requests, claims, and issues with supervisor.
 - Administer medical leave and disability benefit process.
 - Create and process clergy compensation forms.
 - Create and submit monthly billing statements.
 - Communicate death notifications to necessary parties.
 - Complete all new hire and termination paperwork.
 - Maintain policies and practices, including Personnel Handbook.
 - Maintain employee records, e.g., background checks, performance evaluations, etc.

- Assist the Finance Office with the following key functions:
 - Processing all credit card related expenses, including submitting credit card statements to employees, collecting, and organizing receipts, ensuring receipts agree to statement charges, and accurately coding expenses in our accounting system.
 - Processing cash receipts received in the office, including maintaining a check log, entering receipts into donor database, and processing deposits.
 - Sort, date-stamp and distribute mail.
 - Monitor office supplies and office equipment, such as postage meter and copier and submit orders to vendors, as needed.

Other Functions

- Assist with Annual Conference administration, including assisting participants at our registration table, creating name tags, and other tasks.
- Ability to travel occasionally throughout North and South Dakota during our Annual Conference, generally held in the first full week of June.
- Communicate effectively with the clergy and all staff members to create and maintain a team environment.
- Always represent the Dakotas Annual Conference professionally.
- Other duties to meet the job objective.

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 JoAnn Early at joann.early@dakotasumc.org