

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

Position Summary: This position entails aiding the administration of all staff and clergy benefit plans and serves as the right-hand to the Director of Benefits and Human Resources and an integral position in the office of the CFO in delivering comprehensive Benefit and HR services and programs through all stages of the employment/appointive cycles.

Reports To: Director of Benefits and HR
Supervises: None
Evaluated: Quarterly Check In
FLSA: Exempt
Schedule: This is a full-time, 40-hours-per-week position, Hours 8:00 a.m. to 5:00 p.m. Monday through Friday. 32 Telework program available after 3 months.

Spiritual Expectations:

- Identify as a Christian.
- Embody the principles and values of Christianity.
- Demonstrates understanding of UMC faith practices and standards.
- Practice West Ohio Conference values: Respect, Commit, Collaborate, and Celebrate.

Professional Responsibilities (Essential):

60% - Benefits Administration

1. Administer various employee benefits programs, such as group health, dental and vision, accident and disability, life insurance, retirement, and wellness.
2. Assist the Director of Benefits and HR in facilitating successful benefit orientations and open enrollments.
3. Plays a vital role in events planning and coordinating (i.e. Retiree Day Apart).
4. Works closely with retiring clergy to ensure timely enrollment into Medicare Parts A and B and VIA/HRA secondary Medicare retiree program.
5. Maintain employee benefits systems and ensures changes are entered accurately and timely.
6. Assist employees with the escalation of claims using appropriate resources.
7. Assist the Director of Benefits and HR in obtaining information for the renewal process of health, life, and retirement plans.
8. Prepare and set up meetings designed to help employees obtain information and understand benefits and other related incentive programs. Ensure distribution of required employee notices.
9. Prepare and maintain new enrollment, billing, and retirement logs.
10. Work closely with AR, AP, and payroll to ensure that levels of coverage for all employees on benefits and clergy pension plans are accurate.
11. Process death claims applications while providing pastoral support for widows or widowers.

12. Facilitate the payments of all invoices, baby stipends, retiree moving expenses, and health insurance and HRA stipends.
13. Answer and advise on a large volume of telephone inquiries. Acknowledge benefit questions, research specific issues, and respond verbally or in writing as necessary.
14. Maintains content creation for the wellness web pages.
15. Updates/maintains email groups in CIVI (i.e. Retiree group, Active Health group, and Waiver Health group).

30% - Wespeth Benefits Access Portal (BAP) Data Entry and Maintenance

16. Meets monthly with the Change of Status team to coordinate clergy status changes in BAP and Benefits and Retirement systems.
17. Updates clergy status changes in BAP (i.e., new appointments, charge conference, membership, service and compensation, terminations, and retirements) and coordinates with any pension and benefits process impact with AR and AP.
18. Works closely with Wespeth client manager to make historical changes and corrections to clergy records.

10% - Human Resources

19. Maintains I-9 logs.
20. Conducts reference checks.
21. May assist with the scheduling and participation of interviews.
22. Coordinates the postings of open positions.
23. May help in the onboarding and offboarding of WOC employees.
24. Update the website with necessary information in a timely fashion.
25. Coordinate and complete special projects as necessary.
26. Attend seminars, conferences, and other applicable training.
27. Other duties as assigned.

Education/Experience and Required Skills:

- Minimally an associate degree in business, HR, finance, or related field, bachelor's degree preferred.
- 3 or more years of relevant experience required.
- CEBS and/or Society for Human Resource Management (SHRM) certification preferred.
- Knowledge of employee benefits and applicable HR laws.
- Meticulous attention to detail.
- Strong customer service skills and ability to handle large call and email volumes.
- Knowledge of or aptitude to learn non-profit faith-based operations, preferred.
- Proficient with Microsoft Office Suite, intermediate or higher level of Excel.
- Effective communicator both verbally and in writing.
- Excellent organizational and time management skills.
- Health and Wellness web page content, organization, and maintenance.
- Ability to conduct sound research.

Professional Competencies Desired:

- Self-Starter: Ability to take initiative, work independently, and hold oneself accountable.
- Organized and Deadline-Oriented: Ability to perform the essential functions of the job regularly and predictably, manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
- Resourceful: Aptitude for finding creative and effective means for meeting goals.
- Creative: Ability to develop original ideas.

- Problem-Solver: Capable of finding solutions to challenges and obstacles.
- Flexible: Willingness to adjust schedules and priorities as necessary and to report to work immediately and remain for extended periods when needed.
- Team Player: Ability to work effectively with others, both inside and outside the Conference.
- Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals.
- Coachable: Willingness to take direction, receive suggestions, and be challenged.
- Trustworthy: Commitment to abide by a strict code of confidentiality.
- Professional: Positively represents the Conference in word, deed, and appearance.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers, handle or feel; and reach with hands and arms.* This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Travel:

Currently, minimal travel is required. Annual or bi-annual overnight trips may be required.