

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of position**      Benefits Assistant – Pension
2. **Classification**        Support Services
3. **Supervisor**            Director of Administrative Services

#### 4. **Responsibilities**

##### a. **Overall purpose of position**

To provide clerical support for the pension plans of the annual conference, including enrollment, record keeping, communication with participants and vendors, plan documentation, data management, invoice processing, and customer relations supporting the pension, disability, and death benefit programs of the annual conference.

##### b. **Essential functions**

- 1) Determination of eligibility and enrollment of participants in pension benefit plans and the maintenance of all relevant records
- 2) Explanation of benefit plans, costs, and administrative responsibilities to employer churches and participants
- 3) Reconciliation of invoices from vendors to conference records and the set up of billing records
- 4) Customer service related to these essential functions

##### c. **Occasional Functions**

- 1) Attendance at national and local training events to further knowledge and skills
- 2) Holding of training events for local church and conference personnel

##### d. **Supervision of staff/volunteers (if any)**

(none)

##### e. **Workplace requirements**

Work location is the conference office in Indianapolis. with occasional visits to districts for training and communication with participants and conference leaders.

##### f. **Budget accountability**

(none)

**5. Qualifications required to carry out this position: knowledge, abilities, and skills**

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Knowledge and experience in pension plan administration and customer support, including knowledge of the pension plans of the UMC
- d. Advanced skills in communication, word processing, and spreadsheets
- e. Ability and willingness to travel to training events, locally and nationally

**6. Additional comments that may aid in describing the work of this position**