

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Benefits Manager
2. **Classification** Managerial
3. **Supervisor** Director of Administrative Services (DAS)
4. **Responsibilities**

a. Overall purpose of position

To provide management and clerical support for the Benefit 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 and overall management of the personnel and processes for providing similar support for the Health and Life benefit programs.

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
- 5) Support the other benefits staff in their work

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

Benefits Assistant – Health Insurance

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. One day a week may be worked from the North Central District Office. The day is to be determined in conjunction with the DAS.

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. Knowledge and experience in pension and benefit plan administration and customer support, including knowledge of the pension and benefit plans of the UMC
- c. Advance skills in communication, word processing, and spreadsheets
- d. Ability and willingness to travel to training events, locally and nationally
- e. College degree