

## Benefits and Human Resources Officer

The Northern Illinois Conference of the United Methodist Church is seeking a Benefits and Human Resources Officer. The Benefits and Human Resources Officer is responsible for managing and administering the benefit plans for lay and clergy employees (active clergy, retirees, and surviving spouses). The Benefits and Human Resources Officer will manage specific Human Resources functional area(s) to ensure alignment with strategies and objectives while handling the day-to-day administration of the benefit plans resolving questions and problems timely. The ideal candidate will be responsible for coordinating logistics for benefit enrollment to carriers, preparing announcements, and educational material, booklets, and other media for communicating and explaining the programs to participants.

The conference extends care and compassion to 300 active and 350 retired clergy members through the provision of a robust suite of benefits including health insurance, pension programs, life insurance and other benefits. The Benefits and Human Resources Officer, working with the Conference Board of Pension, Health Benefits, and other staff persons, develops the strategy and approach to demonstrate the Conference's care for clergy and staff. The person in this role will report to the Conference Treasurer / Director of Administrative Services.

### Key Responsibilities:

- Oversee and administer Conference benefits programs to provide insurance coverage and pension benefits for Conference staff, local church appointed clergy, and retirees.
- Work alongside benefit vendors and brokers to assure proper administration of Conference programs, resolve issues between vendors and participants, and assure accuracy of billing matters.
- Work with vendors and Third-Party Administrators to understand trends and patterns necessary to promote and support the Conference's strategic initiatives and comply with budgetary requirements.
- Responsible for coordinating benefits processing for enrollments, terminations, and changes.
- Able to directly transfer datasets from enrollment systems to billing systems accurately and on time.
- Secure the successful participation of all participants, clergy and lay, in the varied benefit programs on the Conference through workshops, seminars, pre-retirement interviews, open enrollment resourcing, orientation sessions, preparation and/or distribution of relevant materials, etc.
- Oversee and facilitate the enrollment of participants in the program, including updating of payment methods, entering enrollment information in the HR system and preparation of enrollment files.
- Responsible for completing timely data entry of changes in employment to the benefits system.
- Staying abreast of compliance issues as pertains to the Affordable Care Act and other applicable laws. Aiding local churches in their understanding and compliance with such laws.
- Manage the Human Resources functions for Conference employees including, but not limited to, overseeing the recruitment and selection process for Conference employees, providing strategic Human Resources support regarding compensation, performance management, employee relations, communication, and compliance, and diversity.
- Assist in the development and implementation of practices, policies, and procedures.
- Provide staff support to the Board of Pensions, Health Insurance, Equitable Compensation and Personnel Conference Committees. Manage Conference benefits for executive staff including the auto fleet and cellular phones. Securing through an actuary the annual statement of value for retirement benefits and participate in the audit of the Conference.
- Communicate with Conference staff as needed to achieve a healthy, ethical, vital work environment consistent with the missional ambitions of the Conference.

### Qualifications:

- A bachelor's degree in human resources management, Industrial/Organizational Psychology or related field is required. A master's degree in human resources management, Industrial/Organizational Psychology, or related field is strongly preferred.
- 4-7 years of employee benefits experience is required.
- 3-5 years of HR Generalist experience is strongly preferred.
- 2-3 years of experience in a supervisory position is strongly preferred.
- Basic accounting skills experience is required.

- Knowledge of HR *and* Benefits regulations (EEOC, FMLA, ASA, Health Care Reform, etc.) is required.
- Must be proficient in Microsoft Office applications with demonstrated ability to manage databases.
- Strong verbal, written communication, interpersonal, and leadership skills.
- Knowledge or willingness to learn United Methodist denominational polity and organization structure essential.
- Local travel is required, some remote work permitted.

**Please send Cover Letter and Resume to: [jobs@gcfa.org](mailto:jobs@gcfa.org)**

**Closing Date: 10/18/2023**

*The Northern Illinois Conference of the United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.*

***No Staffing Agencies or Recruitment Firms***