

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.

The Director of Benefits and HR will be responsible for the overall wellbeing of the Conference clergy benefits programs as well as the Human Resources function for West Ohio's conference and district offices. Major benefit plans include a self-insured health insurance plan for active clergy and lay conference staff, a retiree HRA program and retirement plans for clergy and lay staff. The position leads and manages the full employee lifecycle.

Hired By: CFO and Director of Administration

Reports To: CFO and Director of Admin.

Supervises: Benefits and HR Assistant

Performance: Quarterly check-ins

FLSA: Exempt

Schedule: This is a full-time position with hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Spiritual Requirements:

1. Shows their commitment to Jesus through words and actions.
2. Active faith within a Christian church, preferably the United Methodist Church. Committed to the values, beliefs, practices, and organizational structure; a passion for the importance of benefits and sound human resource practices withing the United Methodist Church.
3. Commits to personal spiritual growth through regular study of scripture, prayer, cultural competency, and missional engagement.
4. Considers this position a ministry calling, not simply a job.
5. Demonstrates the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control) in their life and leadership.

Professional Responsibilities (Essential):

1. Ensure successful day to day operations of all West Ohio clergy and lay benefit plans for active and retired clergy and their spouses where applicable, and conference and district staff benefit programs
 - a. Manage day-to-day relationships with key partners: Wespath Benefits and Investments, medical, vision and dental insurance providers, insurance advisors/ brokers, and any other 3rd party benefit administrator (such as FSA or HSA)
 - b. Provide timely, complete, and accurate answers to inquiring plan participants
 - c. Perform and or supervise pension, health care and other billing processes
 - d. Perform and or supervise periodic reconciliation of invoices for pension and CPP payments to Wespath, medical, dental and vision benefit providers
 - e. Perform and or supervise audits of eligibility of plan participants and work to address situations of participation by ineligible persons
2. Design and drive processes that create an appreciation for, and understanding and confidence in conference benefit programs and policies in ways that align with conference strategies and goals

- a. Research, evaluate and recommend to the CFO modifications or additions to conference benefit programs
- b. Partner with conference CFO, Accounting Manager, Director of Ministry, Episcopal Office, and District Superintendents to ensure each are aware of eligibility guidelines, plan changes, handling of special case situations all in a way that ensures integrity of plan administration and policy
- c. Identify and implement communication needs and education opportunities for plan participants throughout the plan year using all appropriate methods (email, regular mail, website content, conference calls, regional meetings, etc.)
3. Create strong partnerships with paid and unpaid leadership on behalf of West Ohio Conference Benefit Programs
 - a. Source the Conference Board of Pensions and Health Benefits with timely, complete, and accurate information so they can provide effective governance of conference financial resources
 - b. Help identify prospective members of the BOPHB and period ad hoc committees that include those not on the BOPHB
 - c. Serve on the Conference Leadership Team and bring to it information, insight, and wisdom about how conference benefit plans can advance conference goals or might be impeding them
 - d. Provide strategic staff leadership and partnership with and for the CFO and Director of Administration
4. Leads the HR function for the Conference and Districts while serving as a resource for the local church
 - a. Annually reviews and makes recommendations to the CFO for improvement of the organization's policies, procedures, and practices on personnel matters
 - b. Maintains knowledge of industry trends and employment legislation and ensures organizational compliance at the federal, state, and local levels
 - c. Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed
 - d. Assists leadership in the review and administration of the compensation program
 - e. Full employee lifecycle including recruitment, hiring, onboarding, training, and offboarding
 - f. Consults with legal counsel as appropriate on personnel matters
 - g. Active participant in the formation and implementation of performance management strategies
 - h. Works directly with department leaders to assist them in carrying out their responsibilities on personnel matters

Professional Competencies:

1. Professional: Positively represents the Conference in word, deed, and attitude
2. Flexible: Willingness to adjust schedules and priorities as necessary
3. Hospitality: Welcomes all people, regardless of opinion or perspective
4. Trustworthy: Commitment to abide by a strict code of confidentiality

5. Self-starter: High degree of initiative to perform job responsibilities without prompting
6. Problem-Solver: Capable of finding solutions to challenges and obstacles
7. Organized and Deadline-Oriented: Ability to perform the essential functions of the job in a regular and predictable manner with a high degree of accuracy and attention to detail
8. Team Player: Ability to work effectively with others, both inside and outside the Conference
9. Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
10. Coachable: Willingness to take direction, receive suggestions, and to be challenged

Education and Experience:

1. Bachelor's degree in Business, Accounting, HR, or related field required
2. Minimum of five years of related professional experience
3. PHR/SHRM-CP certification preferred
4. Expertise and enthusiasm for benefit program development, administration, and cost containment
5. Experience with advising adults in some fashion in one or more of these areas: health insurance, retirement planning, investments, Social Security and Medicare
6. Successful experience managing day to day financial administration functions of pension, health, and/or other benefit plans
7. Expertise in creating and leveraging large scale budgets and streamlining expenses

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computer, text, phone, photocopier, scanner, filing cabinet and fax machine.

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: frequent computer use, walking, climbing stairs, standing, sitting, talking, hearing and repetitive motions. This position requires occasional kneeling, crouching, reaching, and lifting. This position requires the ability to lift 20 pounds occasionally. Special accommodations must be reported in writing to the Director of Human Resources.

Travel:

Occasional local travel; annual or semi-annual national travel.