

**The New Mexico Annual Conference Office
of The United Methodist Church**
relevant, passionate, life-changing churches

Position Announcement: *CONFERENCE BENEFITS OFFICER*

Reports to: New Mexico Board of Pension and Health Benefits (NMBOPHB) and NMAC Provost
Effective: May 28, 2019
Directly Supervises: N/A
FLSA: Exempt/Salaried/Full-Time
Compensation: Starting at \$53,000/year (plus benefits: health insurance, pension, life insurance), for a Probationary Period of 6 months, to be followed by a performance review

Summary: The New Mexico Annual Conference (NMAC) is an entity that oversees churches and clergy serving in New Mexico and West Texas. The Conference Benefits Officer works closely with the NM Board of Pension and Health Benefits, the NMAC, and Wespath (the general agency of the United Methodist denomination) to facilitate the administration of pension and health benefits for clergy, certain members of their family, and eligible lay employees of the NMAC. A detailed job description is attached hereto for reference. The Conference Benefits Officer is specifically responsible for duties which include, but are not limited to, the following:

- Oversight of daily operations and functions of benefits administration;
- Providing comprehensive assistance to clergy, certain members of their family, and eligible lay employees of the NMAC with regards to pension and health benefits;
- Assisting family members following the death of a clergy person, to ensure timely processing of benefits;
- Providing comprehensive assistance to local churches, such as plan interpretation, eligibility determination, billing processing, and providing assistance with claims issues;
- Producing end-of-month and year-end reports for all accounts, and reporting as necessary to the NMBOPHB;
- Preparing necessary reports for Wespath, the NMBOPHB, and the NMAC;
- Working and coordinating with Wespath's Conference Liaison;
- Working and coordinating with NMAC staff on both NMBOPHB and NMAC matters;
- Working and coordinating with the NMBOPHB to ensure it is fully informed, prepared for its meetings and sponsored events, and able to fulfill all duties owed by it to clergy, dependent family members, participating lay employees of the NMAC, and to the NMAC;
- Overseeing the orientation and training of new board members;
- Attending training and education events (as appropriate) scheduled and hosted by Wespath, and other related entities;
- Creating and publishing benefits communications (including all print, email and website communications);
- Working with outside entities on auditing and other matters concerning the work of the NMBOPHB; and
- Fulfilling all reporting and financial duties owed to the State of New Mexico.

Qualifications and Experience:

- Associate's or Bachelor's degree in business or related field or equivalent work experience (Note: human resource or benefits background desirable)
- Experience with basic accounting practices
- Familiarity with the ministries, structures, and practices of The United Methodist Church is necessary
- Ability to travel for work (on occasion)
- Flexibility in working with a variety of individuals in different settings/contexts
- Highly organized, detail oriented and can work independently

Application Materials Requested: Interested applicants should complete and submit the following information:

- letter of interest, which includes responses to these questions:
 - what is it about this position that appeals to you the most?
 - how has your past work experience prepared you for a role such as this?
- current resume, detailing qualifications and past work experience

All resumes and information, as well as any questions, should be submitted to Mark Ewing, Member of the New Mexico Conference Board of Pension and Health Benefits (email: mark@stpaulslascruces.com).

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.