



wisconsin conference
UNITED METHODIST CHURCH



IMAGINE
WISCONSIN
ANEW

Position Title: Benefits Clerk

Mission Statement:

“Making disciples of Jesus Christ for the transformation of the world”

Vision Statement of the Wisconsin Annual Conference:

Imagine Wisconsin Anew

REPORTS DIRECTLY TO: Conference Benefits Officer

STATUS: This is an hourly wage, “non-exempt” part-time position with 10-15 hours per week with increased hours during the busy season in June/July and December/January.

EDUCATION AND EXPERIENCE: High school diploma required. Further education and 3-5 years of experience in a similar position is preferred. Understanding of the United Methodist Church is a plus.

REQUIRED SKILLS:

- Proficient in Microsoft Office Suite
- Excellent in written and verbal communication
- Collaborative work style in a team environment
- Good organizational skills

JOB RESPONSIBILITIES:

- Maintains and updates information for churches, clergy and laity billing system.
- Generates monthly bills to churches and other entities at the beginning of each month.
- Records benefit payments received into billing system.
- Performs data entry, copying, typing, and other clerical tasks as requested by the Benefits Officer.

Please e-mail resumes to Jean.Nicholas@wisconsinumc.org