

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

**TITLE OF JOB:** Associate Director for Benefits

**DEPARTMENT:** Human Resource Services (NAD-HRS)

**SUPERVISOR:** Director

**REMUNERATION GRADE/RATE** Regular Full-Time (Exempt)

**LOCATION:** Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

**POSITION SUMMARY:** Responsible for the management of employee benefits such as health care assistance, life insurance, retirement plan enrollment, worker's compensation, dependent tuition assistance, auto insurance assistance, retirements, various benefit enrollments, and optional insurance programs, open enrollments, as well as farewell gift program for separating employees. Provides assistance to employees and supervisors with routine questions pertaining to these assignments.

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by supervisor. Work is performed with little supervision. There are specific guidelines to follow, but the work requires the ability to use discretion and independent judgement to carry out duties and meet deadlines. Must be time-sensitive at all times; work must be submitted within agreed time frames. May supervise other staff on regular or temporary basis.

### **ESSENTIAL JOB FUNCTIONS:**

- Provides Benefits Counseling/Benefits Fairs/Wellness Programs to NAD employees.
- Works with employee benefit vendors to schedule employee education.
- Assists with onboarding and offboarding new and leaving employees.
- Processes employee continuing education and graduate studies requests.
- Oversees tuition assistance program for employee dependent children which includes obtaining completed forms from new employees and annual updates, enter data into spreadsheets, arrange for payment to schools, and enter information to payroll system.
- Oversees the annual open enrollment process, including all communication to employees.
- Processes new and current health care enrollment forms according to established policy. Verifies accuracy of completed forms. Maintains updated records and verifies eligibility of employees and dependents. Prepares and distributes new health care assistance plan information.
- Coordinates optional insurances including AD&D, Group Life Insurance, Legal Resources, etc.
- Processes employee expense reports for pre-moves, house hunting, moves, etc., working with employees on questions.
- Work with GC Transportation to coordinate moves and receive quotes for self-moves.
- Provides Mortgage Guarantee Issue Letters as allowed per policy.
- Processes ergonomic requests, working with WC insurance on needs.
- Processes auto insurance assistance for eligible exempt employees. Handle collision and comprehensive auto claims submitted by employees.
- Processes invoices for employee benefits such as tuition assistance, VOYA, Legal Resources, including reconciliations.
- Maintains HIPAA compliance for all health and medical information.
- Processes retirement applications and retirement payroll deduction processing, and serves as a resource for employees, supervisor, and other denominational organizations as time permits.
- Assists with organizing and attending career fairs at colleges, universities, or other NAD events as requested.
- Updates APS with benefits/tax information for new hires and employees changing their information.

- Processes employee terminations, ensuring term dates are entered into benefits systems and APS and necessary information has been communicated to treasury and other NAD departments.
- Maintains parsonage eligibility list and works with Secretariat on new employee license/credential cards, providing reports to assist with the DEW report.
- Creates and distributes employee birthday cards each month.
- Attends, leads out, and helps facilitate the annual HR Conference, Let's Connect, Staff Meetings, New Employee Orientation, Christmas Brunch, and other HR-related activities and events.
- Serves on various boards, advisories and committees as assigned.
- Performs other duties as assigned by supervisor.

Essential Job functions subject to approval by ADMIN.

**EDUCATION/EXPERIENCE:** Bachelor's (BS/BA) degree in business administration, human resources or other business-related field. Graduate degree preferred. Human Resources certification (SHRM/HRCI) required.

A minimum of seven years of appropriate experience are needed to gain the skills and knowledge required to perform job duties. Experience at different levels of human resources within the church organization, i.e., conference, union, educational or other denominational institutions desired.

**KNOWLEDGE AND SKILL:** Specialization within the area of Human Resources. Extensive knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church acquired through successful denominational work experience. Extensive knowledge of NAD Working Policy. Requires well developed knowledge of church employment policies and practice; knowledge of up-to-date office procedures, with high level of computer literacy, and English usage (spelling, grammar, punctuation, etc.). Knowledge of MS Word, MS Excel, and Access computer software. Should possess the mathematical ability to apply concepts such as fractions, percentages, ratios, and proportions relative to work assignments. Possess the ability to perform technical responsibilities with speed and accuracy. Must have the ability to work under pressure and with many interruptions. Absolute confidentiality required at all times; required assistance in facilitating strong positive communications among departmental staff, other departments and outside personnel.

Responsible for keeping up-to-date with state and federal employment laws and regulations, organizational personnel policies, and human resource/personnel management trends, in order to interpret for and advise departments of requirements on a regular basis, by reading and learning internal policies, reviewing professional journals and manuals, and participating in continuing education courses, seminars, workshops, etc. as approved by supervisor.

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If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to [jobs@nadadventist.org](mailto:jobs@nadadventist.org). Find the application on the NAD website at [www.nadadventist.org/careers](http://www.nadadventist.org/careers).

**Posted: January 23, 2024**