

JOB DESCRIPTION

Position: Administrative Assistant
Position Status: Full-Time
Schedule: Monday-Friday 8:00 AM – 4:30 PM
Category: Non-Exempt
Pay Range: \$18-20

Supervisor: Reports to Office Administrative Manager

Job Summary: Responsible for overseeing the smooth running of the cemetery and funeral center office by providing data entry and office support services for the Administrative Manager and/or other designated individuals as needed. In addition, the Administrative Assistant, under supervision, is expected to perform a wide variety of moderately difficult and complex clerical tasks, some of which may require the use of a desktop (including MS Word, Excel, PowerPoint and other tools) or other office machines.

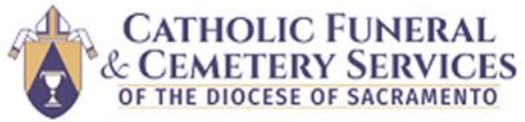
Essential Functions:

1. Prepare and have manager review contracts, complete data entry and balancing before submitting for posting.
2. Process payments to contracts from customers.
3. Maintain daily cash reports for accounting department use.
4. Maintain Petty Cash with proper accounting procedures.
5. Scan and remotely deposit checks or send copies to accounting department.
6. Submit Check Requests for refunds to manager with back up.
7. File and record at-need and pre-need files while maintaining binders.
8. Keep the Manager informed on all matters needing their attention.
9. Perform other tasks as will be assigned by the Manager.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Minimum of two or more (2+) years of broad, varied, and increasingly responsible clerical service.



Position requires some walking and light lifting.

Qualified candidates must pass a background check.

I have read, understand, and agree to the duties and requirements set forth in this job description.