

Finance & HR Administrator Position Description

Reports To: Executive Director

FLSA Status: Non-Exempt

Location: Holy Sepulchre Cemetery, 2461 Lake Ave

Basic Functions:

To process and record financial transactions in accordance with the financial policies and procedures of Holy Sepulchre Cemetery. Manage the human resources function to support the goals of the Cemetery and insure compliance with regulatory and company policies. May perform all or selected duties listed below under the supervision of the Executive Director:

Duties and Responsibilities:

- Responsible for accounting cycle activity, accounts payable, check writing, cash receipts, journal entry and monthly accounting closings.
- Provide controls over daily cash receipts by maintaining a cash receipts journal which will reconcile cash on hand to revenues received and to bank deposit records.
- Reconcile monthly endowment investment statements and oversight of bank account reconciliations.
- Assist with cemetery payroll including review and reporting of all payroll inputs, adjustments, deductions and employee master files.
- Responsible for maintaining accurate Fixed Asset accounts and coordinating physical verification each year with field staff.
- Prepare a monthly financial reporting package to be used internally and presented to the Board of Trustees. This includes tracking and reporting unit sales and other relevant quantitative data as well as financial data.
- Responsible for recording applicable year end accruals and prepaid expenses consistent with sound management principles and generally accepted accounting principles.
- Assist with the preparation of annual financial budgeting documents.
- Supports the annual audit by providing requested documentation.
- Manage the human resources function for the organization with the support of a 3rd party vendor.
- Assist with posting for open positions, interviews and on-boarding process.
- Responsible for reviewing and updating the handbook as needed.
- Cross-Train on front office duties in order to cover Saturday shifts as scheduled.
- Demonstrate concepts of team building, working together, and positive attitude.
- Maintains good relationships with vendors and internal customers.
- Ability to work independently, meet schedules, and bring exceptions and problems to the attention of management.
- Seek and recommends ideas for continuous improvement of overall office procedures and practices as a member of the administrative office team and an active participant at staff meetings.

- Contributes to the overall effectiveness of Holy Sepulchre and Ascension Garden by completing all other tasks as assigned.

Necessary Qualifications:

- Appreciation for and knowledge of the Catholic Church and the Catholic Rites of Burial.
- Bachelor's degree (BA/BS) with at least five years of related experience or training; or equivalent combination of education and experience. MBA, CPA a plus.
- Customer service experience and the ability to project a helpful, pleasant, outgoing and professional image.
- Experience in the use of Microsoft Office, accounting software, order processing systems, telephone systems and other office machines.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively before employees of the organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.
- Valid NYS Driver's License

Physical Demands:

- While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms; talk and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to see color.
- The noise level in the work environment is usually moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.