

## **JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTANT**

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**FLSA Status:** Non-Exempt

**Supervisor:** Executive Director

**Employee Name:**

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#### **SUMMARY:**

The Accountant is responsible for managing the financial transactions, reporting, and recordkeeping of Catholic Cemeteries in accordance with generally accepted accounting principles (GAAP), diocesan guidelines, and applicable state laws. This role ensures the integrity of financial data related to operations, endowments, pre-need accounts, and perpetual care funds, while supporting Catholic Cemeteries mission.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Includes the following. Other duties may be assigned.

##### **Financial Reporting & General Ledger:**

- Prepare accurate monthly, quarterly, and annual financial statements and reports.
- Interface with the
- Maintain the general ledger and perform reconciliations for all accounts, including checking and investment accounts.
- Record revenue from interments, lot sales, memorials, and pre-need agreements.
- Prepare journal entries.

##### **Budgeting & Forecasting:**

- Assist in preparing and monitoring annual budgets in coordination with the Executive Director and department managers.
- Track actual performance against budget and report on variances.

##### **Accounts Payable & Receivable:**

- Process vendor invoices and employee reimbursements in a timely and accurate manner.
- Ensure timely deposit and recording of payments received from families, funeral homes, and pre-need contracts.
- Monitor aged receivables and follow up on outstanding balances as needed.
- Mail statements and paid-in-full letters for burial rights to our customers.
- Secure insurance certificates and W9's from vendors.

##### **Fund Management:**

- Track and report on perpetual care and permanent maintenance funds, ensuring compliance with legal and diocesan requirements.
- Consult with diocesan finance offices and investment advisors for fund management and audits.

##### **Compliance & Audit:**

- Ensure compliance with all applicable laws, cemetery regulations, and internal diocesan controls.
- Prepare for and support external audits, including documentation and explanation of financial activity.
- Prepare and file required tax and information reports, as necessary.

##### **Administrative & Support Functions:**

- Support management with financial data for planning, capital projects, and board presentations.
- Maintain accurate burial inventory and contract records in coordination with the family service and operations teams.

- Collaborate with cemetery software vendors and IT support to ensure proper financial system integration.
- Maintain vehicle registrations and titles for approximately fifty vehicles, trailers, and mowers.
- Prepare payroll hours for submission to the Diocese and track paid time off hours.
- Interface with Diocese human resources to onboard new employees.

**QUALIFICATION REQUIREMENTS:**

- Strong working knowledge of GAAP and fund accounting.
- Proficiency in Microsoft Office and cemetery management platforms.
- Strong diligence, accuracy, and organizational skills.
- Ability to maintain confidentiality and manage sensitive financial information with integrity.

**PREFERRED SKILLS:**

- Familiarity with Catholic diocesan structures and mission-driven organizations.
- Knowledge of cemetery-specific financial practices, such as perpetual care and permanent funds.

**CORE VALUES:**

- **Stewardship:** Responsible and ethical handling of the Cemetery's records.
- **Accuracy:** Commitment to accurate and timely fiscal management.
- **Integrity:** Honesty and transparency in all fiscal matters.
- **Mission Support:** Alignment with the Church's values and the dignity of Christian burial.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in accounting and one to two years' related experience and/or training; or equivalent combination of education and experience.

**SUPERVISOR RESPONSIBILITIES:**

Not applicable.

**SPECIALIZED TRAINING:**

Not applicable.

**LANGUAGE ABILITY:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to author routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATH ABILITY:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be proficient in Microsoft Office and Cemetery Management Platforms.

**CERTIFICATES AND LICENSES:**

Valid driver's license

**EQUIPMENT:**

Not applicable

**KNOWLEDGE, SKILLS, AND OTHER ABILITIES:**

- Excellent verbal and written communication skills
- Ability to direct and manage all people with a positive team building approach.
- Ability to interact with the Board of Directors in a respectful, responsible, and honest manner.
- Flexibility to attend functions and meetings during non-business hours.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, use hands, reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outdoor weather conditions. The employee is occasionally exposed to work near moving cemetery equipment, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES:**

Ability to collaborate with clergy, pastoral ministers, and lay people in a confidential manner. Ability to innovate and adapt.

Approved: \_\_\_\_\_

Employee	Date
Supervisor	Date