

BOOKKEEPER / OFFICE ADMINISTRATOR

Local funeral home is seeking a trustworthy, detail-oriented, thorough, experienced and organized bookkeeper to join our team. In this position, you will play a key role in managing the finances of our business, including accounts receivable and payable, daily financial transactions and generating relevant reports. You will also collaborate and communicate with employees, vendors, and customers to ensure accuracy of financial transactions. This position includes general office administrative duties as well.

Ideal Applicants Must: - Have a minimum of an associate's degree in business administration, accounting, or relevant field. Extensive previous experience in the bookkeeping field would be considered in lieu of a degree.

- Knowledge of basic accounting and bookkeeping principles, and experience with QuickBooks are a must.
- Be willing to complete data entry.
- Have keen attention to detail, ability to multi-task, a professional demeanor and the ability to keep records and files organized.

The right applicant will be offered 40 hours per week, and benefits including health, life, short and long term disability, and dental insurance, and paid time off. All resumes must be submitted via email to:

janna@bchfh.com. No phone calls please.