

DENVER ROLLER, INCORPORATED

Position Title: Administrative Assistant
Location: Crittenden Memorial Park
Reports To: Funeral Home/Cemetery Manager
FLSA Status: Hourly
Date: 2017

Position Summary:

Assists as directed in the day-to-day operations of the administrative function of the cemetery where applicable.

Essential Functions:

1. Assists with clerical aspects of a cemetery such as:
Order monuments when sold by agent; maintain account receivable files and send out monthly statements; take work orders from customers; coordinate with grounds crew with interments, work orders and monuments that need to be installed; ordering shop supplies when directed by cemetery supervisor; coordinates with sales agents with cemetery sales; issues deeds to customers;
2. Receptionist-meets customers and others at front desk if appropriate.
3. Assist with answering multi-line phone, incoming and outgoing as needed.
4. Assist with purchase of office supplies and maintain a proper inventory of same.
5. Operate the computer related to cemetery services, cemetery, and AP.
6. Assist with maintaining cemetery files.
7. Assists with providing/obtaining records and information from/to Government offices and other business offices as needed and required.
8. Assist with maintaining accounts receivable and accounts payable records.

Other Responsibilities:

1. Assist with the cleaning of office, when necessary.
2. Answer customer inquiries related to Assured Peace, monuments, cemetery, and insurance.
3. Any other duty directed by management.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education or Experience:

High school diploma plus additional training as provided by the funeral home and Denver Roller Incorporated.

Language Skills:

Ability to read and interpret general business document or governmental regulations. Ability to effectively present information and respond to questions from the managers, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to interpret a variety of instructions furnished in written, oral or schedule form.

Other Skills and Abilities:

Knowledge of all aspects of the business dimension of the funeral profession, including bookkeeping, accounts payable, accounts receivable and purchasing. A sound knowledge of accepted business procedures and operation of office equipment. Ability to organize and prioritize work.

Other Requirements:

Good verbal and interpersonal skills; compassionate understanding and ability to deal with all aspects of grief.

Physical Demands:

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

Occasional heavy work requiring exertion of more than forty (40) pounds of force to lift, carry, push, pull or otherwise move objects. Employee uses hands to grasp, finger, handle, or feel objects, tools, or controls. The employee reaches with arms and hands, and is frequently required to walk, stand, bend or stoop, and is occasionally required to kneel, climb, balance, crouch or crawl.

Ability to clearly express or exchange ideas by means of the spoken word, and to receive detailed information through verbal communications with or without correction.

Clarity of vision at distances of 20 inches or less, more than 20 inches, and less than 20 feet, and more than 20 feet, with or without correction; color vision, depth perception, and peripheral vision.

Work Environment:

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

Moderately undesirable conditions due to frequent exposure to one or more disagreeable elements, such as dirt, dust, temperature extremes, weather fluctuations, and equipment movement hazards.