

DENVER ROLLER, INCORPORATED

Position Title: Regional Accountant
Location:
Reports To: Regional Manager
FLSA Status: Salary
Date: May 03

Position Summary:

In charge of the accounting and record keeping for funeral homes and cemetery(s) within the assigned geographical region.

Essential Functions:

1. Responsible for the posting of all General Ledger transactions for all locations in the designated region.
2. Responsible for the posting, monitoring, billing and reconciliation of Accounts Receivables for all locations in the designated region. Reports information to Regional Manager on a schedule basis for management review.
3. Responsible for the posting, monitoring, reporting and payment of all Accounts Payable for all locations in the designated region, in a timely manner, as authorized by funeral home managers and regional manager.
4. Responsible for the reconciliation of all location bank statements within the designated region. Send reconciliation reports to home office at the end of the month.
5. Responsible for all credit card sales, processing of all Transunion credit reports, recording of CFI deposits for all locations in the designated region as well as any other record keeping requirements deemed necessary by the Regional Manager for that region.

Other Responsibilities:

1. Oversee all other record keeping requirements and/or bookkeepers in the locations of the designated region.
2. Maintain cleanliness of accounting office.
3. Assist office personnel and funeral directors when necessary.

Supervisory Responsibility:

As directed by Regional Funeral Home Manager.

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 with a minimum of five years experience in accounting.

* Management reserves the right to waive any of the educational or experience requirements as listed above.

Language Skills:

Ability to read and interpret general business periodicals, or governmental regulations. Ability to compose original correspondence and business correspondence. 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. Ability to compute rates, ratios, and percents.

Reasoning Ability:

Ability to solve practical problems. 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:

Exceptional verbal and interpersonal skills; compassionate understanding and ability to deal with all aspects of grief. Valid driver's license.

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.