

Gate of Heaven Cemetery
11000 Montgomery Road
Cincinnati, OH 45249

Gate of Heaven Cemetery is the only Archdiocese of Cincinnati owned cemetery in the greater Cincinnati area. The ancient ministry of the Catholic cemetery reflects the Christian recognition of the sacredness of the body as the temple of the Holy Spirit on Earth. Our ministry seeks to serve the people whom God has entrusted to our care.

Ours is a place where we who are living in this world show respect and love to those who have departed from this life with the hope of being with God forever in heaven. Gate of Heaven Cemetery is a sacred, beautiful place.

Due to a retirement, we are looking to fill the position of Accountant. This position is an integral part of our mission to serve our Archdiocese community far into the future or until the Lord comes again in glory. Our goal is to be good stewards of the resources that our customers and others have entrusted to us, provide quality products and services, and maintain this beautiful place indefinitely.

This opportunity is unique because our Controller, who the Accountant reports to, will begin transitioning toward retirement in the near future. So, we invite candidates to apply that:

1. Are qualified and interested in being our Accountant
or
2. Are qualified and interested in becoming proficient as our Accountant, then transitioning further into the Controller position, and ultimately hiring a permanent Accountant

Below are links to the Accountant job description, the Controller job position, and to the Gate of Heaven Cemetery website.

All interested candidates should submit a letter of interest, resume, and a list of references to mboswell@gateofheaven.org.

**GATE OF HEAVEN CEMETERY
POSITION DESCRIPTION**

POSITION TITLE: Controller

EFFECTIVE DATE: October, 2022

DEPARTMENT: Controllership

LEVEL: Exempt

POSITION SUMMARY:

The Controller will assist the Director of Cemeteries with planning, organizing, staffing, and development and control of the fiscal affairs of the Cemetery in accordance with specific objectives.

CREDENTIALS & EXPERIENCE:

The position requires a Bachelor's degree in Business Management or financial degree equivalent and at least five years of relevant experience.

Accepts the responsibility of knowing and safeguarding the values and ethics of the mission of the Catholic Cemetery. Employees will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

Must have excellent written, verbal and interpersonal communication skills and supervisory experience. The position requires great attention to detail and organization and ability to maintain confidentiality. A collaborative work ethic, ability to work with interruptions, and multi-tasking are very important traits needed for this position. Should possess knowledge of the non-profit environment.

REPORTS TO: Director of Cemeteries

DUTIES & RESPONSIBILITIES:

1. Directs and participates in the development and implementation of Cemetery financial and accounting goals, objectives, policies and procedures
2. Monitors industry trends and attends industry training programs
3. Manages all aspects of accounts receivable, accounts payable, payroll, sales tax, bank reconciliations, and general ledger activity
4. Manages employee systems, payroll, and benefits onboarding and out-processing
5. Performs all employee benefits activities
6. Develops and maintains pricing matrices for Cemetery products and services
7. Calculates estimates for pre-need and perpetual care obligations
8. Accumulates, verifies and analyzes financial data; identifies existing or potential problems
9. Analyzes performance of accounting activities and determines areas for improvement
10. Prepares financial reports including monthly, quarterly, and annual financial statements
11. Acts as liaison with external CPAs for annual financial review scheduling and prepares and/or provides requested information

12. Manages technology hardware, software, and maintenance; supervises activities of outside technology resources; acts as liaison with technology suppliers
13. Manages department procedures documentation
14. Supervises, assigns, schedules, monitors and evaluates work of assigned personnel
15. Additional tasks as assigned

SUPERVISION RECEIVED:

Works under the direction of the Director of Cemeteries

SUPERVISION EXERCISED:

Accountant