

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 part time 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.

Below is a link to the Accountant job description.

All interested candidates should submit a letter of interest, resume, and a list of references to [mhugo@gateofheaven.org](mailto:mhugo@gateofheaven.org).

**GATE OF HEAVEN CEMETERY  
POSITION DESCRIPTION**

**POSITION TITLE:** Accountant

**EFFECTIVE DATE:** March, 2023

**DEPARTMENT:** Controllership

**LEVEL:** Non-exempt

**POSITION SUMMARY:**

The Accountant will provide financial information to management by entering, researching and analyzing accounting data and preparing reports.

**CREDENTIALS & EXPERIENCE:**

The position requires an associates degree in accounting 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 accounting skills including knowledge of financial procedures. Must possess excellent computer skills, as well as good verbal and written communication skills. A collaborative work ethic, ability to work with interruptions, multi-tasking, and confidentiality are very important traits.

**REPORTS TO:** Controller

**DUTIES & RESPONSIBILITIES:**

1. Maintains customer account data; processes recurring customer charges; interacts with customers
2. Maintains vendor files; processes vendor documentation; interacts with vendors; prepares payments
3. Processes bi-weekly payroll
4. Maintains fixed asset schedules; records new purchases
5. Performs monthly bank reconciliations
6. Prepares general journal entries
7. Reconciles financial discrepancies by collecting and analyzing information
8. Prepares special financial reports by collecting, analyzing and summarizing account information and trends
9. Performs month and year-end accounting system closing processes
10. Protects operations by keeping financial information confidential
11. Updates job procedures documentation
12. Additional tasks as assigned

**SUPERVISION RECEIVED:**

Works under the direction of the Controller

**SUPERVISION EXERCISED:**

None