

Job Opportunity

Springhill Cemetery

7832 Bank St. Metcalfe ON.

is seeking an

Operations Manager

Part-time position

Responsible for all administrative duties including secretarial, treasury, bookkeeping and sales.

Knowledge of Accounting, Excel and Word programs an asset.

Work from home with some on-site requirement. Salary based on experience.

For full job description visit <http://www.springhillcemetery.ca>

Submit resume to: margharrison99@gmail.com

Deadline June 21, 2024.

Full Job Description

- Provide clerical and administrative support to the Board of Directors (15)
- Attend all meetings – record minutes and distribute.
- Process accounts payable and receivable (plot sales, opening & and closing, monument companies)
- Process invoices for payment.

- Process and monitor all contractors and payroll for employees.
- Hold all records on computer.
- Maintain orderly accounting filing system.
- Assemble information for external audit.
- Maintain chart of accounts
- Monthly statements of receipts and disbursements, together with bank statements
- Liaison with Trust Fund for Perpetual Care and Pre-Need Trust
- Responsible for serving plot holders.
- Responsible for maintaining positive relationships with funeral directors and monument dealers.
- Responsible for coordinating with funeral directors for interments.
- Liaison between the funeral homes/families with Eastern Ontario Cemetery Memorials
- Responsible for updating and maintaining all ledgers (burials, plot plans, vault, death) and permanent records.
- Responsible for monitoring, fixed assets, site, and numbers of open spaces.
- Responsible for issuing receipts for plot sales, niches and opening and closing.
- Comply and submit the yearend totals of burials, cremations, and vault storage for annual reports to the Bereavement Authority of Ontario.
- Comply and submit the Registered Charity Information Return
- Prepare Financial Statements
- Prepare Budget for Annual Expenses
- Prepare and submit Application for GST/HST biannually.
- File price lists annually.
- File updates to By-laws.

- Issue certificate of Internment rights to purchaser with Plot Plan, receipts & Bylaws
 - Complete Internment Rights Certificate
 - Attach Contract Purchase of Internment Rights & copy of plot diagram.
 - Contact Chairperson for signature.
 - Send all forms with a covering letter to the purchaser.
 - Add name to mailing list.
 - Add the name/plot to the database.

- Receive all donations.
 - Issue charitable receipts.
 - Maintain Donors List

- Prepare Annual Reports for printing and distribution.
 - List of all donors
 - List of In Memoriam
 - Financial Statement for year-end
 - Layout to Printers
 - Mail out to Plot holders by mid-May.

- Prepare for Annual Meeting (1st Monday in April)
 - Send out package to all standing directors.
 - Prepare annual report for all plot holders.
 - Send it out 2 weeks in advance of the meeting.

- Make arrangements for Memorial Service
 - 3rd Sunday in June
 - Arrange for sound system.
 - Prepare programs for 300 people.
 - Contact musical group for hymns for program.
 - Work with Chair and Prayer Leader
 - Attend and issue receipts for donations and add new donors to database.
 - Prepare the deposit.