

Job Listing: Cemetery Administrator with Bookkeeping Skills

We are seeking a detail-oriented **Cemetery Administrator** with bookkeeping skills to join our small, professional office. This role requires strong organizational abilities, excellent communication skills, and proficiency in Microsoft Office.

Responsibilities:

- Handle accounts payable and basic bookkeeping tasks
- Communicate with funeral directors and assist with burial orders
- Answer phones and provide customer service
- Perform general office duties in a professional setting
- Learn and adapt to new software and technology as needed

Requirements:

- College degree preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong attention to detail and ability to multitask
- Willingness to learn new systems and technology
- 5 years of office experience

We are a 275 acre historical garden cemetery with an opportunity to work with a supportive team and meaningful responsibilities. If you are organized, professional, and looking for a stable position in a unique environment, we'd love to hear from you!

To apply, please submit your resume to JStetz@FHCBoston.com or look for the position of Office Administrator on [Indeed.com](https://www.indeed.com) for more information.