

United Cemetery Association
1601 North and South Road
Saint Louis, Missouri 63130
(314) 427-5900

PART-TIME CEMETERY OFFICE ADMINISTRATOR

Job Description:

The United Cemetery Association (UCA), established in 1998, manages the three Jewish cemeteries centrally located within 1-1/2 miles of each other along North and South Road in University City: Chevra Kadisha (Orthodox), B'nai Amoona (Conservative), and United Hebrew Cemetery (Reform). All cemeteries are open to the Jewish community and follow a range of Jewish burial practices. Each cemetery upholds its own ritual requirements pertaining to traditional Jewish burial, Jewish conversion, acceptance and burial of interfaith family members and cremated remains.

The UCA seeks a qualified office administrator to:

- Handle sales of individual gravesites and family plots on a pre-need and immediate-need basis according to the business processes of each cemetery
- Work collaboratively with groundskeeping supervisor, funeral homes, clergy, and monument companies to schedule burial services and monument installation and dedications, primarily on weekdays, with the occasional Sunday service
- Respond promptly to family members' questions or concerns regarding selection of and care for specific gravesites
- Perform administrative functions including payroll entry (26x per year), basic financial transactions and tracking, and maintaining vendor relationships, reporting to the UCA President and Board of Directors

Qualifications and Skills:

- 2+ years of administrative experience preferred
- Ability to work independently, manage multiple tasks simultaneously, while remaining flexible when events such as bad weather or the need to schedule a funeral on short-notice requires immediate attention (including during off-hours)
- Some bookkeeping and accounting software knowledge preferred and computer literacy required, including Microsoft Word and Excel (or equivalent programs)
- Must have reliable transportation and a valid driver's license to travel between cemeteries when needed
- General knowledge of Jewish practices & previous experience working in the St. Louis Jewish community a plus

Compensation and Benefits:

This is a part-time, hourly, non-exempt position, Monday-Friday, approximately 20 hours per week, with some flexibility in daily hours scheduled. This position is primarily on-site. Office space is located at Chevra Kadisha Cemetery, 1601 North & South Road (at Page Ave.). Groundskeeping staff is based at United Hebrew Cemetery at 7855 Canton Ave. (at North & South Rd.).

Salary: \$30 per hour

Benefits:

- Paid vacation, federal and Jewish holidays
- Monthly gasoline expense budget for travel between cemeteries
- Unpaid additional personal, parental, family and medical leave

To apply, please submit a cover letter and resume to Barry Krell, UCA President, at KRELLpres@yahoo.com.

The United Cemetery Association is an equal opportunity employer. We value a diverse workforce and an inclusive culture. UCA encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, physical ability, or veteran status.