

Administrative Manager

Terms: Permanent, Full Time, 40 hours per week

Location: 1222 Reaume Street, Thunder Bay

Salary Range: \$20.00 - \$22.00

Benefits: To be discussed after three months employment and pension plan to be discussed after two years of completed employment.

Reporting to: Bishop of Thunder Bay, and the Cemetery Volunteer Advisory Board

GENERAL OPERATING

FILE MAINTENANCE:

- daily backup of files

BY-LAWS:

- Monitor, update, and distribute bylaws as directed

CARE AND MAINTENANCE – PUBLIC GUARDIAN AND TRUSTEE:

- Maintain accounting record of all care and maintenance deposits so as to remain in compliance with the Ministry

CEMETERY ADVISORY BOARD:

- Attend meetings and prepare minutes
- Liaise with the chair of the advisory board to prepare agenda and reports

CONTRACTS/CERTIFICATES:

- Forms used in accordance with the FBCSA must be updated as required by the ministry

DATA FILE SYSTEM (paper):

- Maintain paper file system of reservations and interments

EXCEL SPREADSHEET FOR ARCHIVES:

- Maintain for public access, the database of names of deceased and reserved plots
- Cemetery maps and death registers complement the existing data base
- Continue the ongoing transfer of paper data to database

FINANCIAL:

- Maintain general and trust accounts
- Track accounts payable for processing by bookkeeper
- Complete invoices and deposits for payments received
- Prepare time sheets for cemetery grounds operation staff for processing
- Maintain records of vacation and work absences
- Prepare spreadsheets and forms in preparation for annual audit and Ministry reports

FORMS:

- Create forms as required for use in daily operations

MEMORIALIZATION:

- Maintain an inventory of emblems and letters needed for marble shutter fronts obtained from Matthews Canada
- Assist clients with purchase of porcelain pictures for marble shutter fronts and for the inside of glass niches. (Precious Souvenir Company)

OFFICE PROCEDURES:

- Responsible for administrating office procedures as related to the cemetery
- Order office supplies through receptionist

SEARCHES:

- Searches of plot ownership or interments are conducted as requested

SECURITY FOR MAUSOLEUM ACCESS

- Program access cards for users
- Maintain the security system data base

STAKE AND DIG:

- Liaise with monument company for installation of bases for monuments and headstones
- Schedule installation and prepare invoices

TARIFF OF RATES:

- Annual survey of rates at all city cemetaries
- Draft revised tariff for approval of advisory board
- Submitted to Ministry of Consumer Relations

CEMETERY SALES:

PRE NEED:

- Families/individuals contact the office to purchase interment rights
- Options for payment in advance for plot, crypt, niche, memorialization, opening and closing
- Deposits to general account or Trust account as required

AT NEED:

- Families/individuals/funeral home contact the office to arrange interments or entombments
- Specific protocols are in place to complete the interment
- Interment Rights holder is only person eligible to make decisions regarding funeral