

Bookkeeper - Cage Memorial Chapel, Inc.

Fulfill your own purpose while helping a leading funeral home accomplish its mission. We need a detailed, organized, self motivated team player who can work independently to manage all functions of the company's bookkeeping. Applicant must be knowledgeable in Quick Books.

Duties include:

- Working closely with COO and CFO
- Enter all financial transactions and provide daily reporting
- Reconcile monthly bank statements
- Administer bi-weekly payroll
- Create daily check register
- Additional bookkeeping tasks

Pay range is \$20 to \$30 per hour based on experience plus benefits. This is a part-time position.

Cage Memorial Chapel, Inc. is an employee first company. Our mission is to provide personalized premier family care. This position is integral to ensuring our company's bookkeeping is up to date and accurate and ensuring our clients receive premier service. Established in 1977, the company is owned and operated by a third generation family.

Job Type: Part-time

Salary: \$20.00 to \$30.00 /hour

Required education:

- High school or equivalent

Required experience:

- Bookkeeping: 1-2 years
- Administrative Assistant: 1-2 years

Required license or certification:

- Valid Illinois Drivers License

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.