

HELP WANTED

PART-TIME / YEAR ROUND SCHEDULE FULL CHARGE ACCOUNTANT POSITION ST. HEDWIG CEMETERY & MAUSOLEUM

Are you looking for an opportunity to apply your accounting, bookkeeping and analytical skills part-time at a business that truly makes a meaningful difference in our community? This may be the perfect opportunity for you!

About the Position

St. Hedwig Cemetery & Mausoleum, located in Dearborn Heights, Michigan, is seeking a dedicated, hardworking individual to join our office team performing accounting, financial oversight, HR, and other related tasks. This role supports a small administrative and maintenance team who are committed to serving the families that come to our sacred grounds. This role reports directly to the General Manager and has no direct reports. This is a W-2 position, and is on-site, not remote.

What We Offer

- Meaningful work supporting the staff and ministry of St. Hedwig Cemetery & Mausoleum
- A positive, fun, supportive work environment
- Strong sense of teamwork and purpose
- Competitive pay
- Stability

Responsibilities

- Financial Management – Accounts payable, sales tax filings, financial reporting, bank reconciliations, insurance renewals
- Payroll & Timekeeping – preparing payroll, maintaining PTO logs
- Human Resources Administration – onboarding, employee recordkeeping, general support
- Regulatory Compliance & Government Reporting – Payroll, state & federal

Qualifications

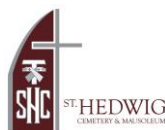
- Associate degree or higher, or equivalent experience, in accounting or a related field
- 5+ years' small business accounting/bookkeeping experience
- Experience with accounting and payroll software (SAGE 50, Paychex, MS Windows & Office)
- Strong attention to detail, and high level of confidentiality
- Willingness and ability to work a 24 – 28 hour-per-week schedule (schedule open for discussion)
- Reliable, punctual, positive and team-oriented
- Not-for-profit / religious experience a plus, but not required
- Catholic, or a familiarity with Catholic traditions, a plus, but not required

About Us

St. Hedwig Cemetery & Mausoleum is a Catholic organization owned and operated by the Conventual Franciscans, St. Bonaventure Province. Founded in 1924, we span nearly 80 acres of pristine grounds. We perform traditional burials in graves and mausoleum crypts, and provide many cremation options.

How to Apply

Email your resume and cover letter to Rick Davis, General Manager, at rdavis@sthedwigcemetery.com to apply and receive a more detailed job description. No phone calls or walk-ins, please.



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