



CHOWCHILLA CEMETERY DISTRICT  
23359 ROAD 14 ½  
CHOWCHILLA, CA 93610  
559-665-3857

**Job Title: Office Manager**

**Location:** Chowchilla Cemetery District, Chowchilla, CA

**Job Type:** Full-Time

**About Us:**

The Chowchilla Cemetery District is committed to serving our community with dignity and respect. We manage and maintain cemetery facilities, ensuring that they remain a peaceful and well-cared-for resting place for our residents. Our goal is to provide exceptional service and uphold the highest standards of professionalism in all aspects of our operations.

**Position Overview:**

We are seeking a highly organized and proactive Office Manager to oversee the administrative functions of the Chowchilla Cemetery District. The Office Manager performs a variety of general administrative and supervisory duties related to planning, coordinating, and directing all phases of cemetery operations. This role is crucial in maintaining the efficiency of our office and ensuring that all administrative functions are performed with accuracy and professionalism. All clients' needs must be met with respect, compassion, and dignity. All laws and regulations must be followed without bias.

**Key Responsibilities:**

- **Administrative Support:** Perform a variety of administrative duties including managing and responding to correspondence in a timely manner and maintaining relevant documentation. Scheduling funerals, burials, and other services. Arranging, supervising, and assisting with memorials. Coordinating the scheduling and arrangements for funeral services with the funeral homes. Work with medical examiners, funeral directors, and other individuals who may be involved in a burial.
- **Record Keeping:** Maintain accurate and up-to-date records of cemetery operations, including burial records, financial transactions, and inventory. Monitor outstanding accounts, and execute actions necessary to collect earned revenues. Make receipts and maintain payment balances in cooperation with Board Members, Grounds Manager, and ensure all appropriate paperwork is completed.
- **Customer Service:** Serve as the first point of contact for visitors and clients as the receptionist. Greet, direct, and assist clients. Communicate with clients by telephone, mail, email, or face-to-face. Give correct information to clients on available services. Help clients locate graves, niches, crypts, vaults, urns, and markers. Address other inquiries, provide information, and ensure a high level of customer satisfaction.
- **Financial Management:** Assist with budget tracking, invoicing, and financial reporting. Process payments and manage accounts payable and receivable. Completing warrants and deposits for delivery to the County Auditor. Coordinate and properly complete all necessary paperwork.



CHOWCHILLA CEMETERY DISTRICT  
23359 ROAD 14 ½  
CHOWCHILLA, CA 93610  
559-665-3857

- **Office Management:** Oversee office supplies and equipment, ensuring that everything is well-maintained and stocked. Coordinate with vendors and service providers as needed. Interpreting guidelines, procedures, policies, and practices and conveying messages to Board Members and associates in a clear and concise manner. Perform basic clerical tasks such as filing, handling mail, using copiers, etc. Pick up the mail and direct it to the appropriate recipients. Maintain building security. Perform light custodial duties (dusting, sweeping, cleaning). Perform related duties as required.
- **Staff Coordination:** Support and coordinate activities with the Grounds Manager. Facilitate a positive and productive work environment.
- **Compliance:** Ensure that office procedures and practices comply with district policies and legal regulations. Comply with all Health and Safety requirements. Adhere to all data privacy laws.

### **Qualifications:**

- **Experience:** Minimum of 5 years administrative experience. Experience overseeing the activities of others in an office environment would be ideal. Experience in a similar sector, such as government agency or public administration, is a plus.
- **Education:** High school diploma or equivalent required; an associate's degree in Business Administration or a related field is preferred.
- **Skills:** Strong organizational and multitasking skills. Excellent verbal and written communication abilities. Ability to work proactively and positively with Board Members and associates. Proficiency in office software (e.g., MS Office Suite) and office equipment.
- **Attributes:** Detail-oriented, proactive, and capable of handling sensitive information with discretion. Ability to work independently and as part of a team. Customer service oriented. Must be able to demonstrate a high level of initiative and independent judgment. Must possess a valid driver's license.

### **Work Environment**

Tasks require a variety of physical activities generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity are required. Mental application involves memory for details, verbal instructions, and critical thinking.

### **How to Apply:**

Interested candidates should submit their application, resume, a cover letter outlining their qualifications, and contact information for two professional references in person at the Chowchilla Cemetery Office or by email at [chowchillacemetery@yahoo.com](mailto:chowchillacemetery@yahoo.com).

Applications are available to download from our website at [www.chowchillacemetery.com](http://www.chowchillacemetery.com).

**The Chowchilla Cemetery District is an Equal Opportunity Employer.** We value diversity and are committed to creating an inclusive environment for all employees.