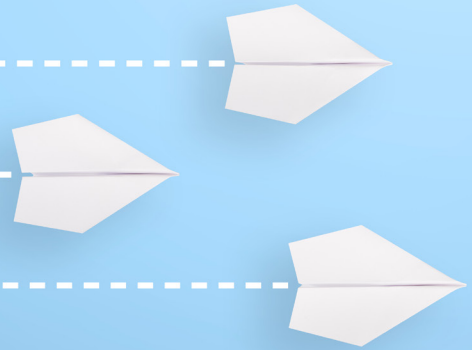


DO YOU STAND OUT?



AND ARE YOU READY TO...

JOIN a strong team where you will learn to be the best in the business?

WORK for the most forward thinking funeral home in Lancaster County?

BELIEVE in a mission of service, value and choice?

Then, we'd love to have you.

TO APPLY

SEND RESUME AND COVER LETTER
CAREERS@SNYDERFUNERALHOME.COM
OR CALL 717.560.5100

LOCATIONS
MANHEIM TOWNSHIP
MILLERSVILLE
LANCASTER CITY
LITITZ
STRASBURG
WILLOW STREET



Chip & Chad Snyder



Charles F.
SNYDER
FUNERAL HOMES & CREMATORY

OUR MISSION: SERVICE | VALUE | CHOICE



Charles F.
SNYDER
FUNERAL HOMES & CREMATORY

Charles F. Snyder, Jr.
Funeral Director/Owner

Charles F. Snyder, III
Funeral Director/Owner

SPACHT-SNYDER

FAMILY FUNERAL HOME & CREMATORY



Bachman **SNYDER**
SINCE 1769
FUNERAL HOME & CREMATORY

Accounting Assistant:

Charles F. Snyder Funeral Homes & Crematory is seeking a Fulltime **Accounting Assistant** who will play a vital role in supporting the daily operations and ensuring efficient workflow of the Business Office.

Charles F. Snyder Funeral Home & Crematory is a third-generation, family-owned and operated, values-based organization serving the Greater Lancaster Community for over 77 years. The ideal candidate will reflect our core values including a strong desire to serve others and build relationships; exhibit empathy for others and act with integrity at all times; and embrace the diversity of the community we serve.

The responsibilities will include filing insurance claims; assisting in accounts receivable, accounts payable, and payroll functions; assisting with (and possibly leading) cost control projects; review bank transactions; prepare regular reporting; and otherwise support all aspects of the team. This position may also be asked to provide front desk coverage greeting visitors and answering incoming phone calls.

The successful candidate will have excellent interpersonal, organizational, and time management skills; strong **verbal and written** communication skills; **attention to detail and follow through**; exhibit the ability to follow established processes, to help refine those processes, and make suggestions as needed to develop new processes; and find irregularities in payables, receivables, and reporting. The candidate will also need to complete tasks by strict, inflexible deadlines and be able to multitask effectively. Bookkeeping/accounting experience and proficiency in Microsoft Office Suite (especially Excel) and accounting software (such as QuickBooks Online) are required.

Expectations and Job Duties:

- **File Insurance Claims:**
 - Submit claims in third-party portal,
 - Keep detailed records of claim progress and see through to resolution,
 - Follow up with insurance carriers, customers, and team members to resolve all outstanding issues for successful completion of each claim.
- **Support Accounts Receivable functions:**
 - Prepare A/R reporting,
 - Participate in weekly A/R meetings,
 - Support general effort to minimize overall receivables,
 - Provide back-up coverage for vacation and peak volume as needed.

- **Support Accounts Payable functions:**
 - Code and prepare invoices for payment,
 - Verify vendor charges are consistent with customer billing,
 - Provide back-up coverage for vacation and peak volume as needed.
- **Other:**
 - Prepare revenue reports for internal review,
 - Provide phone and front desk coverage as needed,
 - Provide back-up payroll coverage for vacation and peak volume as needed,
 - Other duties as assigned.
- **Physical Requirements**
 - Must be able to sit for long periods while using the computer, multi-line phone systems, and other associated office equipment.
 - Must be able to lift to 15 lbs. occasionally.
 - Must be able to bend, stoop, and reach to stock and retrieve items necessary to the business.

This position will report to the Director of Operations with significant involvement of the Owner/President.

LANCASTER CITY 414 E. King St. Lancaster, PA 17602 717.393.9661 Charles F. Snyder, Jr. Supervisor	MANHEIM TWP 3110 Lititz Pike Lititz, PA 17543 717.560.5100 Charles F. Snyder, III, Supervisor	MILLERSVILLE 441 N. George St. Millersville, PA 17551 717.872.5041 Mark D. Burkholder, Supervisor	SPACHT-SNYDER 127 S. Broad St. Lititz, PA 17543 717.626.2317 Jacqueline H. Adamson, Supervisor	BIENVENIDOS 406 East King St., Lancaster, PA 17602 717.393.1482 Hector Valdez, Ambassador	BACHMAN SNYDER 7 S. Decatur St. Strasburg, PA 17579 717.687.7644 Norman T. Mable, Supervisor	WILLOW STREET 2421 Willow Street Pike Willow Street, PA 17584 717.464.4600 Kelly G. Townsend, Supervisor
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