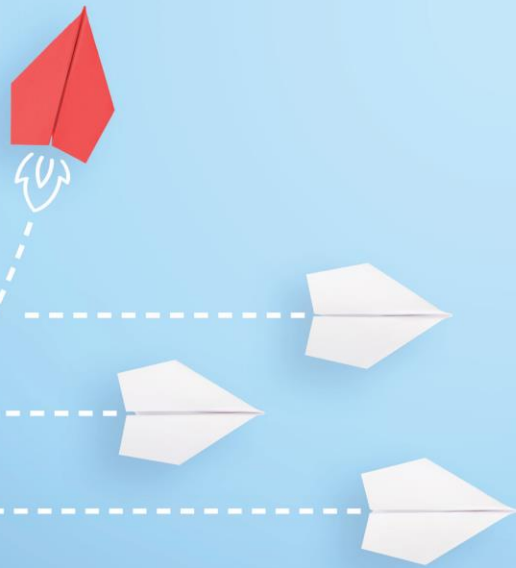


# DO YOU STAND OUT?



## 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, Jr.  
Funeral Director/Owner  
Charles F. Snyder, III  
Funeral Director/Owner

www.SnyderFuneralHome.com  
info@SnyderFuneralHome.com

**SPACHT-SNYDER**  
FAMILY FUNERAL HOME & CREMATORY



*Bachman* **SNYDER**  
SINCE 1768  
FUNERAL HOME & CREMATORY, INC.

**ACCOUNTING MANAGER – CHARLES F. SNYDER FUNERAL HOMES & CREMATORY – LANCASTER COUNTY, PENNSYLVANIA**

Charles F. Snyder Funeral Homes & Crematory is seeking a detail-oriented and experienced Accounting Manager to lead our Business Office. The ideal candidate will be responsible for overseeing the financial operations of the organization, including oversight of accounts payable, accounts receivable, payroll, insurance filing, regular reporting, and cost/expense control. This role requires strong analytical skills, keen eye for detail, proficiency in accounting software, and the ability to lead a team effectively.

We are a locally owned, values-driven organization looking for community-minded team members who embrace a commitment to serving others and providing an meaningful customer experience.

**Responsibilities**

**Accounting Office Management & Administration**

Manage staff and processes responsible for the following functions. Perform duties of these functions as needed:

**Accounts Receivable**

- Hold weekly Accounts Receivable meetings,
- Ensure open AR balances are monitored and addressed until resolved,
- Handle challenging Accounts Receivable collections.

**Accounts Payable**

- Ensure effective Accounts Payable processing, including review of all invoices for potential discrepancies,
- Ensure payments are scheduled to optimize vendor terms,
- Ensure all purchasing is compliant with company guidelines,
- Identify opportunities to reduce costs.

**Payroll:**

- Ensure payroll is completed and approved on time to meet vendor deadlines,
- Review payroll to identify and address any potential irregularities.

**Insurance Filing:**

- Ensure team monitors all new contracts to identify services to be paid with life insurance or PreNeed policies,
- Ensure timely filing of claims or assignments with appropriate 3rd parties,
- Monitor progress to support timely receipt of funds,
- Support team to address any issues with missing information, delayed vendor response, or other obstacles to timely resolution.

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

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**Additional Responsibilities:**

- Maintain a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk,
- Support cash-flow management,
- Control expenses,
- Support inventory control,
- Coordinate pricing updates for merchandise, professional services, and new revenue concepts,
- Oversee the preparation of all financial statements and other financial reporting; Review financial statements,
- Meet monthly with Leadership Team to review financial statements.

**Business Vendor Partnership Management**

- Serve as point of contact for third-party accounting partner,
- Contribute to relationships with providers of employee benefits, insurance, and 401k,
- Act as liaison for Payroll software provider,
- Review contracts, benefits, and pricing on an on-going basis,
- Schedule annual review meetings with all appropriate partners.

**Qualifications**

- Bachelor’s degree in Accounting, Finance, or a related field, or proven experience in an accounting/bookkeeping management role,
- Management experience,
- Strong knowledge of balance sheet reconciliation, budgeting, forecasting, and cash flow analysis,
- Hands-on experience in accounting or bookkeeping,
- Proficiency in accounting software such as QuickBooks (QBO), Bill.com, payroll systems, and advanced Excel skills are essential,
- Excellent analytical skills with a keen attention to detail,
- Strong leadership abilities with experience managing a team effectively,
- Exceptional communication skills to convey complex financial information clearly.

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