

Who We Are:

Serenity & Company is a family of Cemetery properties and Funeral Homes. We currently own and operate 17 locations throughout Arkansas, Mississippi, California and New Mexico. We have over 25 years of experience in the funeral and finance industry. We are ultimately looking for a knowledgeable, experienced and committed individual that is willing to grow within our company as we do.

Who We Are Looking For:

We are seeking a happy, outgoing, positive and effective full-time associate with applicable bookkeeping knowledge and a solid track record.

Our ideal candidate will have sufficient prior experience that is to include Accounts Payable processing, data entry and reporting. He or she would also have the ability to handle inbound employee service calls and work with a small team in the Phoenix corporate office.

General Responsibilities:

Typical duties might entail the entry of contracts, cash receipts, sales and expenses, as well as processing sales tax and bill payments. The candidate for this position must possess strong multi-tasking, communication and organizational skills.

Skills/ Requirements:

- Strong bookkeeping skills
- Prior relevant experience
- Proficient with QuickBooks, and Microsoft Office Programs
- Ability to multi-task and problem solve
- Reliable work background
- Strong attention to detail
- Team oriented
- Effective verbal and written communication skills
- Enjoy a fun, family oriented work Environment!

(We prefer a non-smoking environment)

Job Status:

Full Time

Pay Comments:

Competitive Pay with optional health coverage

Paid holidays

40 hours vacation – 1st year