

UNION CEMETERY ASSOCIATION Columbus, Ohio is seeking the following:

**ASSISTANT MANAGER/ACCOUNTING BOOKKEEPER**

Prestigious, historic Columbus cemetery in Upper Arlington seeks full-time Assistant Manager/Bookkeeper to join our staff.

Candidates who apply should submit resumes detailing business management background, sales experience, accounting/bookkeeping skills with Quick Books and other experience relevant to the cemetery industry. References may be required.

This is a salaried position with weekday hours of 7:30 am to 4 pm and occasional half-day Saturdays.

The position includes health care, sick leave, paid vacation and 401K.

Please send your resume to [jimmie.blevins@unioncemeterycolumbus.com](mailto:jimmie.blevins@unioncemeterycolumbus.com)

A full job description will be sent to all applicants who meet the following qualifications along with a calendar for open interview times.

Thank you

---