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## **NOW HIRING: FAMILY AND BUSINESS COORDINATOR**

The Davis Cemetery District is seeking a compassionate, detail-oriented individual to join our team as a **Family and Business Office Coordinator**. This position plays a vital role in supporting the mission and vision of the District by ensuring smooth daily operations and providing exceptional service to the families we serve.

### **Key Responsibilities:**

- Coordinate both “at-need” and “pre-need” sales, as well as interment arrangements
- Process weekly accounts receivable and accounts payable
- Prepare monthly ledgers, burial statistics, and other business reports
- Assist with community outreach events
- Perform additional duties as assigned by the District Manager

This is a full-time position, **30 hours per week**, Monday through Friday. **Starting pay: \$26–\$30 per hour, depending on experience.** Interviews are scheduled to be conducted in late August through early September, with an anticipated start date of September 23, 2025.

### **What We’re Looking For:**

A compassionate and organized individual dedicated to supporting families through meaningful moments, delivering administrative tasks with both precision and sensitivity. You bring a caring and empathetic presence, combined with strong analytical aptitude—adept at auditing, representing, reconciling, and interpreting financial or operational data with accuracy and attention to detail.

### **Benefits Include:**

- Employer-paid medical, dental, and vision insurance
- CalPERS retirement plan
- 13 paid holidays
- Paid vacation and sick leave
- Employer-paid training opportunities

To view the complete position description, [\[click here\]](#).

### **How to Apply:**

Please email your **cover letter and resume** to:

**Jessica Smithers**

[jess@daviscemetery.org](mailto:jess@daviscemetery.org)