

**THE CATHOLIC CEMETERIES
POSITION DESCRIPTION**

POSITION INFORMATION:

Position Title: Accounting Specialist

Date: September 26, 2022

Incumbent:

FSLA Status: Exempt _____ Non-Exempt: X
(Executive ___ Professional ___ Administrative ___)

Employment Status: Full-Time: X Part-time: _____ With benefits: X
Work Schedule: 40 hours per week

Reports to: Director of Finance (DOF) **Direct reports:** None

Provides work direction to: None **Receives Work Direction From:** DOF

PURPOSE OF POSITION:

The primary objective of this position is to support the Director of Finance (DOF) in all areas of accounting and database maintenance for The Catholic Cemeteries. Objectives will be accomplished while contributing to a spirit of cooperation, loyalty, pride, and a positive work environment among all employees in order to accomplish the mission of The Catholic Cemeteries.

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does **not** require that the employee be an active, participating Roman Catholic. It is expected that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

REPRESENTATIVE RESPONSIBILITIES:

ACCOUNTING RESPONSIBILITIES

1. *PAYROLL DUTIES

- Performs necessary tasks to prepare bi-weekly payroll for all employees, to include but not limited to, processing time cards, producing commission statements, adding or updating employee records, printing necessary reports, checks, and direct deposit stubs, all while ensuring proper employee payments per respective policies.
- Monitors the biweekly federal and state withholding tax deposits, and the quarterly, and annual payroll tax returns prepared by payroll service.

- Maintains vacation and sick time accrual records for all employees.
- Maintains individual employee payroll electronic and paper records.
- Prepares bi-weekly data export for retirement accounts.

2. *GENERAL ACCOUNTING DUTIES:

Assists in the maintenance of accounting transactions related to the management of the financial resources of The Catholic Cemeteries to include:

- Maintains all bank account registers, ensuring cemetery staff's compliance with deposits and receipt handling, and reconciles monthly bank account statements.
- Assists the DOF in monitoring internal control policies and reports discrepancies.
- Performs general journal entries and general ledger maintenance.
- Maintains inventory records for all stocked products and materials and distributes items as sold/needed.
- Maintains Prepaid Service Trust databases and assists the DOF in maintenance of Permanent Care Fund.
- Assists the DOF in the preparation of applicable schedules needed for annual audit.
- Prepares and files monthly sales tax report.
- Maintains investment tracking spreadsheets and prepares journal entries.

3. *ACCOUNTS RECEIVABLE/SALES DUTIES:

- Reviews and posts cemetery staff's processing of purchase agreements, cemetery services invoices, and cash receipts, ensuring that sales, commission, and credit related policies and procedures are adhered to.
- Confers with office managers and assistants, sales counselors, and the DOF when issues arise in regard to sales policies and procedures.
- Ensures sales tax collection laws are followed for all TCC sales.
- Assists the DOF in maintaining and distributing sales price lists.
- Prepares monthly billing to funeral homes and any miscellaneous charge accounts.
- Prepares and mails monthly statements for delinquent accounts.
- Monitors all delinquent accounts and follows the steps necessary for collection as outlined in TCC collection procedures which includes sending letters, phone calls to customers,

consulting with sales counselors and preparing cancellation documents as directed by the DOF.

- Prepares the weekly, monthly, and annual Family Service Specialists' sales reports as directed.

4. *ACCOUNTS PAYABLE DUTIES:

- Performs the data entry processing and payment of all accounts payable in a timely and accurate manner.
- Tasks include but not limited to maintaining vendor records, preparing credit applications, obtaining authorizations from appropriate managers, monitoring G/L coding for accuracy, reviewing vendor invoices for accuracy, data entry of invoices, producing checks, preparing checks for signature and mailing, and maintains electronic AP files.
- Ensures TCC sales tax exemption is maintained for all disbursements, filing the required state exemption form (ST3) with vendors as necessary.

5. FIXED ASSETS

- Assists the DOF in the maintenance of all fixed asset records, both electronic data and paper files.
- Prepares reports as requested by management.
- Assists the DOF in creating and maintaining specialized fixed asset spreadsheet schedules.

6. BUDGET FORCASTING/CONTROL

- Assists the DOF in the annual budget preparation by providing reports, preparing schedules, and performing data entry as requested.

7. *SPECIAL PROJECTS:

- Assists the DOF in preparation of special projects that require financial analysis and/or accounting technical support.

8. *REPORTS:

- Assists the DOF in producing and distributing to management staff, Corporate Board, and/or employees, reports related to financial operations.
- Prepares monthly, quarterly, and annual financial, budget, and sales reports, for presentation as directed by the DOF.
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- Assists the DOF in producing and distributing to Family Service Specialists and managers the sales and sales lead reports as directed.
- Maintains burial statistics spreadsheet on monthly basis.

9. *DATABASE MAINTENANCE & TASKS

- Reviews interment order paperwork for all burials ensuring; data is accurate in database, all appropriate authorizations are on file, and services have been invoiced.
- Assists with the maintenance of mailing lists for Heritage Newsletter and others as assigned.
- Prepares mailing labels & list for monthly care notes mailing and others as assigned.
- Maintains mausoleum card access database and performs system updates as needed.

OTHER RESPONSIBILITIES:

The responsibilities listed in this document are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. Assigned responsibilities may change, as needs of the cemeteries change. More detailed listings of duties and tasks may be outlined in supplemental documents.

The responsibilities preceded by an asterisk () are considered essential functions of the position.

For Qualifications, Physical Skills, and Cognitive Skills requirements see attached schedules

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as organization's needs change, my job description will change.

Employee's Signature

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Supervisor's Signature

Date

OTHER QUALIFICATIONS CHECKLIST

Select or write in the qualifications that the position requires, if they have not been previously identified.

OTHER QUALIFICATIONS	Check Applicable Items	If Necessary, Give Examples that Apply to the Selected Qualification
Driving - Driver's license	<input type="checkbox"/>	
Driving - Use of own vehicle	<input type="checkbox"/>	
Education – High school diploma	<input checked="" type="checkbox"/>	
Education – Associate degree/Arts	<input type="checkbox"/>	
Education – B. A. or B. S./specify	<input checked="" type="checkbox"/>	<i>or equivalent experience</i>
Education – Master degree/specify	<input type="checkbox"/>	
Education – Ph. D/specify	<input type="checkbox"/>	
Education – Certification/Bookkeeping	<input type="checkbox"/>	
Education – Certification/CPA	<input type="checkbox"/>	
Education – Certification/CEBS	<input type="checkbox"/>	
Experience – Less than 1 year/specify	<input type="checkbox"/>	
Experience – 1 through 2 years/specify	<input type="checkbox"/>	
Experience – 3 through 5/specify	<input checked="" type="checkbox"/>	<i>1-5 yrs depending on level of education- in related field of bookkeeping/accounting</i>
Experience – 6 through 9/specify	<input type="checkbox"/>	
Experience – 10+/specify	<input type="checkbox"/>	
Hours of work – Ability to work evenings and/or week-ends occasionally	<input checked="" type="checkbox"/>	<i>Rarely for special projects</i>
Hours of work – ability to work evenings and/or week-ends frequently	<input type="checkbox"/>	
License – Teaching/MN.	<input type="checkbox"/>	
License – Elementary Principal	<input type="checkbox"/>	
License – Secondary Principal	<input type="checkbox"/>	
License - Superintendent	<input type="checkbox"/>	
Travel – Travel over night	<input type="checkbox"/>	
Travel – Travel several days at a time	<input type="checkbox"/>	
Travel – Travel for prolonged periods	<input type="checkbox"/>	
Other – Not listed here		
1. Present and ready for work on schedule	<input checked="" type="checkbox"/>	
2. Ability to handle stress due to pressures of multiple deadlines which may run concurrently	<input checked="" type="checkbox"/>	
3. Ability to work with all types of people	<input checked="" type="checkbox"/>	
4. Willingness to learn	<input checked="" type="checkbox"/>	
5. Continually learn new complicated software programs and technologies	<input checked="" type="checkbox"/>	
6. Type 45 wpm at 95% accuracy	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

COGNITIVE SKILLS & KNOWLEDGE CHECKLIST

(Mental Demands)

Select the skills that the position must utilize in order to perform the Representative Responsibilities. Then determine the degree to which the selected skill is required.

COGNITIVE SKILLS	Required by Position			
	Rarely	Occasionally	Frequently	Continuously
Accounting/Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accounting/GAAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting /Fund Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting/FASB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Development (Ability to develop and present a budget.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Support (Ability to research, gather data/information for others to use in budget development.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills/Basic (Ability to listen and communicate routine exchange of factual information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills/Intermediate (Ability to collaborate, cooperate, interpret, communicate information that is not always straightforward.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills/Expert (Ability to inspire, convince, persuade, probe, negotiate, position and communicate information in a presentation/public setting.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Basics/Exploring the Internet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Basics/Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Network /Managing Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Network/Navigating the Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access – Basic Access Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access - FileMaker Pro (Database)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access – Integrating Tables, Queries, Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access – Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access – Working with Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access – Working with Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Access – Working with Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Acrobat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Adobe PhotoShop Elements (Graphic Editing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Excel –Basic Excel functions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Excel – Formatting worksheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Excel – Linking Worksheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Excel – Working with Functions & Formulas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/FrontPage (Intranet Web Pages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Internet Explorer, Chrome (Internet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Office – Application Integration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Outlook -Basic E-mail Functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Outlook - Managing Calendar & Contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Outlook – Managing Tasks & Notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Publisher (Desktop Publishing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Word – Basic Word Functions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Word – Formatting Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Word – Styles, Outlines, Auto Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Word – Using Mail Merge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Word – Working with Templates and Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COGNITIVE SKILLS	Required by Position			
	Rarely	Occasionally	Frequently	Continuously
Computer Software/Word – Working with Tables and Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Adobe Acrobat Reader	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Calendar Creator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Data Modeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/J. D. Edwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software /Page Maker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Paradox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Performance Testing and Tuning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/PhotoDeluxe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/PowerPoint – Basic Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/PowerPoint - Creating an On-Screen Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Publisher – Basic Publisher Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Publisher – Professional Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Quark Express	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Remote Access Hardware and Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Report Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Security and/or Virus Scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/SQL Server Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Virtual PC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Visual Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Software/Windows version 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer Software/Other Applications – (specify) HMIS Cemetery Management / Financial Edge Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equipment/Bulk Mailing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Calculator- Electronic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/ Copier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Desk or Lap Top Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equipment/Dictaphone Transcription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Digital Camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Fax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Folding Machines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/POS Terminal(Credit Card Machine)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Paper Cutter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Postage Meter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Public Address System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Recording Devices (audio & video)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Scanner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Switchboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Ten key	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/Video Projector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language/English Fluency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Language/French Fluency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language/Latin Fluency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language/Spanish Fluency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language/Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math Skills/Elementary (addition, subtraction, multiplication, division, decimals, fractions, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Math Skills/Intermediate (algebra)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math Skills/Expert (Trig, calculus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math/Statistical Skills – Elementary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math/Statistical Skills – Intermediate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COGNITIVE SKILLS	Required by Position			
	Rarely	Occasionally	Frequently	Continuously
Math/Statistical Skills – Expert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Structure/Archdiocese of St. Paul & Mpls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Structure/The Catholic Cemeteries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Structure/Immediate Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Organization Structure/Parishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Structure/Roman Catholic Church	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory/Work Direction (Ability to give others work direction and/or set priorities for others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory/Coach (Ability to coach and guide others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory/Coach (Ability to coach and guide others to supervise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory/Strategize (Ability to strategize, set objectives and define expectations for Supervisors/Managers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills/Attendance (Ability to attend work daily)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Confidentiality (Ability to keep confidential information private.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Honesty (Ability to tell the truth & be trustworthy.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Independence (Ability to work independently w/ minimal guidance.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Multi-Tasking (Ability to handle concurrent multiple deadlines in a calm fashion.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/On Task (Ability to stay on task without interruptions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Organizational (Ability to efficiently manage time and resources.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Planning (Ability to anticipate and plan for the unexpected)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills/Positive (Ability to stay positive, flexible and resilient under challenging circumstances.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Prioritization (Ability to establish tasks in order of importance.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Problem Solving (Ability to identify, evaluate, investigate and offer alternative solutions to problems.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills/Promptness (Ability to arrive at work and/or meetings on time.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Skills/Resourcefulness (Ability to safeguard and conserve the Cemeteries' resources.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills/Team Work (Ability to work effectively in a collaborative/team setting.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills/Turnaround (Ability to produce quick turnaround of accurate work results.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing/Basic (Ability to write in routine coherent sentences with appropriate grammar and punctuation.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/Intermediate (Ability to compose, write and edit reports and documents with appropriate grammar, punctuation, sentence structure, clarity and creativity.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/Expert (Ability to research, compose & write documents for publication or that train/communicate w/others.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Professional Discipline Skill/Knowledge</u> (It is impossible to list all of the specific professional disciplines that are utilized in positions across the Archdiocese; therefore, please list the three top fields your position must have knowledge in to adequately perform the representative responsibilities: EXAMPLE: Knowledge of IRS section 105, 125, 129 cafeteria plans, 403b tax deferred annuities.				
1. Records Management – ability to set up and maintain information systems file management, database and network tools.				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COGNITIVE SKILLS	Required by Position			
	Rarely	Occasionally	Frequently	Continuously
2. Bookkeeping/accounting knowledge – understand the principles of accounting involved with maintaining a general ledger, payroll, accts payable, accounts receivable, fixed assets, budgeting, and inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Communication – use of interpersonal relationship skills to further team building, customer/peer relations and projection of a service atmosphere.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEFINITIONS USED IN COGNITIVE SKILLS - DEGREES

Rarely *Less than 10% of time on shift (up to 48 minutes total)*
Occasionally *Up to 33% of time on shift (up to 2 1/3 hours)*
Frequently *Up to 66% of time on shift (up to 5 1/2 hours)*
Continuously *67-100% of time on shift (up to 8 hours)*

PHYSICAL SKILLS CHECKLIST

(Physical Demands)

Select the skills that the position requires to perform the representative responsibilities. Then determine the degree to which the selected skill is required.

PHYSICAL SKILLS	Required by Position			
	Rarely	Occasionally	Frequently	Continuously
Bending (to flex upper trunk forward)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing (to maintain body equilibrium)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – Under 10 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 10 through 24 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 25 through 49 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 50 through 74 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 75 through 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – Over 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer use – eyes, mousing, keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (e.g. ladders, step stools, scaffolding, stairs, poles, incline surfaces)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination (Eye, hand, and foot; operation of foot and hand controls) Specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling (To move entire body along a surface with hip/knee flexion and arms extension/flexion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching/stooping (to flex upper trunk forward to waist; partial)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Exposure (See list & specify if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot Controls (Use feet for repetitive movements as in operating foot controls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head and Neck (Use head and neck in static position)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head and Neck (Use head and neck in flexed position)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling (bending the legs at the knees to come to rest on the knee or knees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – Under 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – 10 through 24 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – 25 through 49 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – 50 through 74 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – 75 through 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – Over 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maneuver and work in small areas (e.g. crawl under desks and behind cabinets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (To position arms with any degree of elbow flexion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Demands (Near or far vision; color discrimination; hearing; touch, taste; smell; Specify if applicable) all except taste & smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (To rotate upper trunk to right or left from neutral, while sitting or standing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-Key Calculator Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEFINITION OF PHYSICAL SKILLS - DEGREES:

Rarely Less than 10% of time on shift (up to 48 minutes total)
 Occasionally Up to 33% of time on shift (up to 2 1/3 hours)
 Frequently Up to 66% of time on shift (up to 5 1/2 hours)
 Continuously 67-100% of time on shift (up to 8 hours)

ENVIRONMENTAL EXPOSURE

Consider: Chemical contact, consumption, and/or inhalation, contact w/ human body fluid, infectious diseases, hazardous waste, explosives/weapons, electrical shocks, bright and/or low lighting, radiation, noise, high elevators/platforms, moving objects/machinery, vibration, slippery surfaces, humidity, dust, moisture/precipitation, extreme cold and/or heat, inside work, outside work, animals/animal control)