13394 W Trepania Road
Hayward · Wisconsin · 54843
Phone (715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209

Job Description

Pineview Funeral Service
Administrative Assistant/Funeral Assistant

Posting Date: **October 26, 2026**
Closing Date: **Open Until Filled**
Salary: **Dependent on Qualifications**
Location: **Pineview Funeral Home**

Position Summary: The Administrative Assistant/Funeral Assistant position offers the right candidate the opportunity to shine in multiple areas. Versatility is the key to this job with the ability to accurately use the Sage Accounting System, answer the phone, greet people entering the Funeral Home, cleaning the Funeral Home and assist families in their time of grief. Computer competency and keyboarding skills are needed for making memorial folders, writing obituaries, and multiple online filing duties. A team player with the willingness to wear several hats and bring a positive attitude to the table would be make for an ideal candidate.

Qualifications:

- High School diploma or GED; additional accounting, administrative or office management preferred.
- Previous accounting experience preferred
- Strong organizational and time-management skills with the ability to prioritize task effectively
- Sage Accounting experience recommended.
- Attention to detail and accuracy in maintaining financial records.
- Ability to maintain strict confidentiality.
- Professionalism in greeting and assisting families in their time of grief.
- Ability to work collaboratively as a part of a team while also handling tasks independently.
- Dependable, reliable and strong sense of accountability.

- Must be detail oriented.

Duties and Responsibilities:

- Answering all incoming and outgoing telephone calls
- Greet people who walk into the funeral home.
- All accounting for Pineview Funeral Service using Sage Accounting system. Processing all accounts receivables and payables.
- Must be able to maintain accurate accounting records.
- Work with auditors to do yearly audits on funeral home accounting.
- Making all bank deposits.
- Filing all legal documents for each death call into SVRIS (state system).
- Posting each funeral into FDMS (funeral director program).
- Getting ready for each funeral – making Memorial Folders, running Register Book, etc.
- Getting chapel ready for each funeral – making coffee, setting flower stands, etc.
- Working visitations and funerals, whether it is at the funeral home or another location.
- Cleaning the funeral home after each funeral.
- Keeping track of all casket and urn inventory.
- Complete other duties, tasks and responsibilities assigned by Pineview Funeral Service.
- Must be able to pass a pre-employment drug screen.
- Must be able to pass a background check.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **And any other supportive documents**
5. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov
marilyn.isham@lco-nsn.gov

Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.