



KAY IVEY
GOVERNOR

ALABAMA BOARD OF FUNERAL SERVICE

4276 LOMAC STREET | MONTGOMERY, ALABAMA 36106
P.O. BOX 309522 | MONTGOMERY, ALABAMA 36130
PHONE 334.242.4049 | WWW.FSB.ALABAMA.GOV



CHARLES PERINE
DIRECTOR

POSITION ANNOUNCEMENT

Associate Executive Director
Preneed Division
Montgomery, Alabama

Salary: \$53,855.20 - \$93,921.60*

Job Description:

The Associate Executive Director of the preneed division is a full-time employee and serves at the pleasure of the Board. They are directly /immediately responsible to the Executive Director.

The Associate Executive Director for the Alabama Board of Funeral Services Preneed Division assists the Executive Director in conducting the day-to-day operations of the Preneed Division of the Board in accordance with the Code of Alabama, Title 34 Chapter 13. The Associate Executive Director will assist the Executive Director with duties to ensure the standards of the law are met by all professional in the funeral industry through the state of Alabama.

Responsibilities:

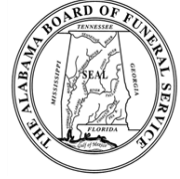
The Associate Executive Director of the preneed division aids and assists the Executive Director in his/her duties and ensure the funeral and preneed laws are enforced; manage the preneed division; assists and train staff in preneed examinations and preneed law; assists in developing examination program; assists in developing forms and documents to be used in the examination and enforcement of preneed sells; assign, conduct, and ensure examinations of funeral establishments and cemeteries which sell preneed funeral and cemetery services and merchandise are completed to ensure compliance with statute and rule; assign, conduct, and ensure examinations are completed of endowment care reports and accounts, preneed logs, and other reports as my be required by law are compliant with statute and rule; evaluates examinations for compliance with examination program policies and procedures; review and evaluate new certificate of authority license applications and preneed sales agents' applications for approval or denial of licensing; ensure or investigate preneed complaints from the general public, other agencies, and licensees and report findings to the investigative committee; meet with various groups to explain the methods of operation of the Board of Funeral Services; being available to and assist office staff with other duties during absences of other employees or during excessive busy periods; perform other duties as assigned by the executive director.



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Qualifications:

- Minimum Bachelor's degree in Business Administrations, Accounting, Finance, or closely related field.
- Currently licensed as a funeral director and preneed sales agent in the state of Alabama for a minimum of two (2) years
- Two (2) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work
- Proficient in Microsoft Office
- Live or be willing to relocate (at applicants' expense) within one hour driving time of Montgomery, AL
- Preferred cemetery experience

To apply submit a cover letter, resume, and references to:

Alabama Board of Funeral Services

Mail: P.O. Box 309522

Montgomery, AL 36130

Charles.perine@fsb.alabama.gov

In-person: 4276 Lomac Street

Montgomery, AL 36106

Deadline to submit cover letter, resume, and references: **May 31, 2023**

***Salary is subject to additional approvals by the State Personnel Board and the Governor**