

**CATHOLIC CHARITIES OF TENNESSEE, INC.
POSITION ANNOUNCEMENT**

Staff Accountant

Catholic Charities of Tennessee, Inc., 2806 McGavock Pike, Nashville, TN 37214, has an open position for a Staff Accountant in the Fiscal Services Department. This is a full-time position reporting to the Controller. Hours are 8:00 am to 4:30 pm Monday through Friday.

The primary functions of this position are to compile and analyze general ledger financial information; prepare and enter journal entries; prepare reimbursement requests for various reporting agencies; review posting journals for accuracy; analyze partner reimbursement financial information, perform general ledger account reconciliations, and; process accounts payable as a backup to the accounts payable/data entry staff.

Education/Experience:

- Bachelor's degree in accounting or high school diploma (or equivalent) with a minimum of 5 years of general ledger experience.
- Must possess a working knowledge of the general ledger.

Other Skills or Requirements:

- Must have excellent organizational skills.
- Proficiency in Excel application required.
- Must be able to work independently and effectively. Must also be able to work cooperatively with co-workers and sub-grantee partners.
- Ability to perform a variety of tasks simultaneously.
- Must be able to maintain confidential information.
- Successful completion of criminal background screening.

Competitive salary and benefits based upon qualifications and experience. Please email resume along with salary history to: Debby Morrow, Controller, 2806 McGavock Pike, Nashville, TN 37214 or email to: dmorrow@cctenn.org.

POSTING DATE: November 14, 2016

DATE AVAILABLE: Immediately

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.