

Diocese of Nashville

<https://dioceseofnashville.com/job/accountant/>

Accountant

Description

Full-Time Accountant (Church & School)

Location: St. Rose of Lima Catholic Church & School, Murfreesboro, TN

Reports to: Business Manager

Saint Rose of Lima Church and School are looking for a mission-driven, experienced accountant who enjoys bringing clarity and confidence to financial operations. This role is central to stewardship: you will own day-to-day accounting, keep close and reconciliations on track, and provide leadership with timely, reliable reporting.

Why this role matters: You will strengthen internal controls, improve audit readiness, and support both parish and school leaders with accurate and timely financial information.

Key Benefits

- Make a direct impact on stewardship and the mission of Saint Rose of Liam Church and School.
- Own meaningful work with clear priorities (close, reconciliations, reporting, and controls).
- Partner closely with parish and school leadership in a trusted, visible role.
- Receive benefits consistent with the Diocese of Nashville benefits program, including health, dental, life and long-term disability coverage; retirement benefits (403(b) with employer match and Lay Pension plan); and access to an Employee Assistance Program (EAP) and paid time off per policy.

Primary Responsibilities

- Own day-to-day accounting and documentation in Sage Intacct.
 - Drive month-end close, journal entries, and balance sheet reconciliations.
 - Produce monthly financial reports for leadership and document review.
 - Execute key internal controls and maintain audit-ready evidence.
- Requirements

Job Requirements

- Bachelor's degree in Accounting, Finance, or related field (required).
- 5+ years of accounting experience with strong month-end close and reconciliation skills.
- Experience with Sage Intacct, Paylocity, PushPay, and/or FACTS preferred;

Hiring organization

Saint Rose of Lima

Job Location

Murfreesboro, TN

Date posted

June 22, 2026

Valid through

21.09.2026

Please submit a cover letter, and resume to [[Paylocity HERE](#)] or go to www.saintrose.org/employment and click on View Open Positions

nonprofit/church/school experience is a plus.

Preferred

- CPA or equivalent credential
- Experience in non-profit, church, and/or school environment, including receivables and restricted/activity funds.

Status: Full-time **Schedule:** M-F, 8:00am to 5:00pm **Pay:** Commensurate with experience

To Apply

Please submit a cover letter, and resume to [[Paylocity HERE](#)] or go to www.saintrose.org/employment and click on View Open Positions