

Diocese of Nashville

<https://dioceseofnashville.com/job/accounts-receivable-clerk/>

Accounts Receivable Clerk

Description

Reports to: Senior Financial Analyst

Classification: Part-Time, 12-month, Hourly (~7-12 hours per week)

Hours: Tuesday, 8:30am-3:00pm (one-hour lunch break); remote as needed on other days

FLSA Status: Non-Exempt

General Description

The Accounts Receivable Clerk supports Aquinas College's Catholic educational mission by exercising faithful stewardship over the financial resources entrusted to the institution. The Clerk is responsible for managing all accounts receivable functions, including billing, collections, and revenue recording, in a manner that reflects integrity, accountability, and respect for the dignity of each person. Through careful oversight of tuition, program income, donations, and facility rental revenue, the Accounts Receivable Clerk helps ensure the financial sustainability of the College's ministry of preparing students to be joyful witnesses of Christ. The Clerk collaborates with academic, administrative, and facilities personnel to maintain accurate financial records and to serve students, families, and community partners in a manner consistent with Catholic values.

Key Responsibilities

1. The Accounts Receivable Clerk must be consistent at all times, in example and expression, with the tenets and morals of the Roman Catholic faith as articulated by the magisterium of the Roman Catholic Church. The Accounts Receivable Clerk must witness by her/his public behavior, actions, and words a life consistent with the teachings of the Catholic Church and supportive of the mission of Aquinas College.
2. The Accounts Receivable Clerk manages all accounts receivable functions, including billing, cash receipts, collections, reconciliations, and accurate recording of revenue, ensuring responsible stewardship of funds that sustain the College's faith-based educational ministry.
3. The Accounts Receivable Clerk prepares and issues invoices for tuition, academic programs, facility rentals, workshops, and other revenues that sustain the College's faith-based instruction, spiritual formation initiatives, and faith-centered outreach efforts, and applies and reconciles payments from multiple sources accurately and in a timely manner.
4. The Accounts Receivable Clerk monitors outstanding balances, follows up on overdue accounts, and responds to billing inquiries with professionalism, discretion, and respect consistent with the College's Catholic mission and values.
5. The Accounts Receivable Clerk reports delinquent or uncollectable balances upon discovery to the Senior Financial Analyst for proper accounting treatment.
6. The Accounts Receivable Clerk prepares accounts receivable reports and assists with month-end, quarter-end, and year-end closing processes to

Hiring organization

Aquinas College

Job Location

Nashville, TN

Date posted

March 20, 2026

Valid through

17.07.2026

Interested applicants should submit a cover letter and resume to Madison Perry at perrym@aquinascollege.edu. Applications will be reviewed on a rolling basis. Preferred start date is May 4, though this is flexible based on candidate availability.

ensure accurate financial reporting.

7. The Accounts Receivable Clerk coordinates with internal departments to ensure accurate billing and documentation, and maintains compliance with institutional policies, accounting standards, and confidentiality requirements.
8. The Accounts Receivable Clerk performs other responsibilities and duties as assigned by the Senior Financial Analyst.

Qualifications

- High school diploma or GED (required)
- Coursework or certification in accounting, bookkeeping, and/or business administration (preferred)
- Familiarity with MIP accounting software (preferred)
- Proficiency in Excel
- Excellent attention to detail and computer/data entry skills
- Ability to work collaboratively in a small team environment

How to Apply

Interested applicants should submit a cover letter and resume to Madison Perry at perrym@aquinascollege.edu. Applications will be reviewed on a rolling basis. Preferred start date is May 4, though this is flexible based on candidate availability.

Aquinas College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based upon race, color, sex, ethnicity, national origin, citizenship, age, disability, veteran status, genetic information, or any other legally protected status.

Aquinas College, as a Catholic institution, exists for the primary purpose of giving witness to Gospel truths and forming and educating students in the Catholic faith. Accordingly, to the greatest extent permitted by law, it reserves the right to make all decisions, including employment related decisions, based on principles of Catholic theological and moral teaching and in accord with the mission of Aquinas College. The respectful discussion of, instruction in, and adherence to Catholic moral teachings and doctrine is an important part of the mission of Aquinas College, and is not discrimination or harassment.