

Diocese of Nashville

<https://dioceseofnashville.com/job/bookkeeper-2/>

Bookkeeper

Description

- Performs data entry for all parish giving and other events into the PushPay/CHMS Parish Stack systems and makes sure that information is accurate to transfer to the general ledger
- Processes, and records donations including those of the St. Thomas Outreach Program, Haiti and other subsidiary ministries of the parish
- Prepares weekly IRS tax letters for donations over \$250.00
- Prepares annual IRS tax deduction statements at year end for all donors.
- Collects receipts and reconciles them to the credit card and parish accounts in order to process invoices
- Reviews, add general ledger codes and enters weekly invoices and statements for check runs
- Run and prepares all checks for the Pastor's / Finance Committee signature
- Uploads check files to bank through Positive Pay
- Assembles and mails all checks along with appropriate paperwork
- Assists diocesan staff and parish finance committee to reconcile parish accounts, ledgers and account balances including monthly bank statements
- Prepares financial statements Monthly or as needed
- Keeps a record of all "Diocesan" collections and processes their payments quarterly
- Logs into bank as needed to approve payment exceptions
- Assists the Chairperson with the Fall Festival and International Food Festivals
- Provides some receptionist services, as needed during lunch and absences of Receptionist (to include phone and in person greetings), and records clear, accurate messages for staff follow-up
- Prepares and sends regular and bulk mailing (tax statements, fall festival, etc.)
- Supplies stewardship counters with necessary material for their weekly task
- Accountable for following parish policies related to the security of Parish funds

Payroll/Human Resources

- Prepares payroll timecards for parish hourly employees using Paylocity
- Processes bi-monthly Parish payroll
- Using the automated payroll system, and with journal entries for payroll and benefits, prepares payroll, associated tax, and other appropriate financial reports
- Handles confidential, complicated questions about policies and procedures related to giving, taxes, payments, payroll and benefits
- Other duties as assigned

Requirements

Education

- Prefer a candidate with Bachelor's degree in accounting
- Associates degree in accounting or business

Hiring organization

St. Thomas Aquinas Church

Job Location

Cookeville, TN

Date posted

August 29, 2025

Valid through

06.02.2026

Please complete the application and resume on [Paylocity](#).

- High School degree with five (5) years computerized bookkeeping experience can be substituted for associate's degree
- Bilingual language (Spanish & English) skills are preferred

Experience

- Ability to maintain confidentiality in all matters is required
- Experience with MS Office and Google Office is required
- Proficient data entry skills with strong attention to details.
- Familiar with PushPay, Sage Accounting and Paylocity is desired
- Ability to relate and communicate verbally and in writing with diverse populations is required
- Ability to grasp quickly the parish office functions is required

To Apply

Please complete the application and resume on [Paylocity](#).