

# 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

01.11.2025

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](#).