

Diocese of Nashville

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

Bookkeeper

Description

Reports to: Pastor

Status: Part Time – up to 20 hours / week

SUMMARY

Provide day-to-day fiscal services, specifically responsible for receipts, accounts payable, general ledger, payroll, and bank and credit card reconciliations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Post parishioner contributions and other receipts to general ledger weekly
- Receive invoices for payment and enter them into the general ledger
- Prepare check requests and issue checks to vendors
- Record entries into ledger system in a timely manner
- Process payroll in Paylocity semi-monthly
- Prepare financial reports for Pastor and Finance Council chairperson monthly
- Prepare quarterly financial reports for Pastor and Finance Council and attend meetings
- Prepare semi-annual financial summaries for the parish, and fiscal year-end reports for submission to the Diocese
- Gather financial information from the various ministries and prepare the budget
- Reconcile checking accounts monthly
- Enter all credit card transactions, reconciling with statement monthly.
- Enter interest on all CD accounts monthly
- Prepare annual assessment report and submit it to the Diocese
- Ensure that collections are counted and bank deposits are made timely, and that proper procedures are followed by money counters (The Bookkeeper does not count money or make bank deposits.)
- Maintain filing of all supporting documentation

EDUCATION / EXPERIENCE

- Associates degree in Accounting (Bachelor's degree preferred), or high school degree or equivalent, with five years of bookkeeping experience.

QUALIFICATIONS / SKILLS

- Ability to perform all essential duties satisfactorily
- Computer skills with knowledge of accounting programs, Microsoft Excel and Word, and internet experience.
- Experience with payroll processing preferred
- Ability to maintain confidentiality
- Ability to multi-task, prioritize and organize
- Capability to perform accurate, detailed work
- Good interpersonal skills
- Knowledge and understanding of the Catholic Church
- Flexibility of scheduling for occasional evening meetings, and diocesan meetings

Hiring organization

St. Frances Cabrini Church

Job Location

Lebanon, TN

Date posted

July 17, 2025

Valid through

11.08.2025

Interested candidates, please send resume and cover letter to sec@sfctn.org

- Regular work attendance
- Willingness to submit to criminal background screening

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