

Diocese of Nashville

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

Bookkeeper

Description

The Bookkeeper is responsible for the day-to-day accounting operations of St. Joseph Catholic Church and School. This position performs and supports accounting transactions for both the Church and the School, maintains accurate financial records, assists with monthly close activities, and provides hands-on accounting support to the Business Manager.

The role requires a strong practical accounting background and a willingness to perform both transactional and analytical accounting work, including accounts payable, donation processing, credit card administration, FACTS Tuition Billing support.

The position reports directly to the Business Manager and works closely with the Pastor, School Principal, parish and school office staff, ministry leaders, department heads, vendors, diocesan finance personnel, and other internal and external stakeholders as needed to support accurate accounting and timely financial operations.

This position must maintain a positive and supportive attitude of St. Joseph Catholic Parish and School. They must keep parish and school matters confidential as they will be privy to private information that should not be shared.

The position is required to work in person Monday through Friday 8:30-4:30.

Reporting Lines and Collaboration

- Reports directly to the Business Manager.
- Provides accounting support to the Business Manager for Church and School financial operations, budgeting support, and special projects.
- Works closely with Business Manager to provide accounting information and financial support as to the Pastor and Principal.
- Collaborates with parish and school office staff on accounts payable, deposits, donations, credit card documentation, vendor records, and financial information needed for accurate accounting records.
- Coordinates with diocesan finance personnel on accounting procedures, reporting requests, internal control requirements, audit support, and system-related matters
- Communicates with vendors, donors, and service providers when necessary to research transactions, resolve account questions, obtain documentation, and support timely processing.

Accounting Operations

- Perform and support accounting transactions for the Church and School, including accounts payable, deposits, donations, credit card activity, and other routine accounting functions
- Maintain accurate and timely financial records in the parish accounting system
- Assist the Business Manager with monthly close, financial reporting, budget support, and special accounting projects.

Hiring organization

St. Joseph Catholic Church and School

Job Location

Madison, TN

Date posted

October 9, 2026

Valid through

09.01.2027

Please submit your application [in Paylocity here](#)

Accounts Payable and Disbursements

- Process accounts payable transactions, including invoice review, coding, approval routing, payment preparation, and vendor record maintenance
- Ensure expenses are properly documented, coded, approved, and recorded in accordance with parish procedures and diocesan policies
- Assist with vendor communications, payment inquiries, W-9 collection, and year-end 1099 support
- Give all invoices that have been coded for payment to Business Manager for approval before processing checks.
- Print checks weekly and give to Pastor for check signing
- Separate check stub, stuff payment envelopes with appropriate support and give stuffed envelopes to Parish Office Coordinator for postage and mailing.
- File Check support in Accounts Payable files weekly.

Donations, Deposits, and Revenue

- Reconcile offertory, donations, online giving, restricted gifts, school-related receipts, and other revenue activity
- Support accurate recording of donor activity and coordinate with appropriate parish staff regarding contribution records and deposit documentation
- Scan checks from the weekly collections and miscellaneous cash receipt. Enter deposits into ledger, restricted fund tracking, and reconciliation of giving platforms to bank activity
- Record all deposits into Sage Accounting systems weekly.
- Upload the FACTS monthly reports into Sage Accounting System.

Credit Card Administration

- Administer and monitor the parish and school credit card program, including the RAMP credit card system (When Ramp is implemented)
- Review credit card transactions for coding, receipts, approvals, policy compliance, and timely recording.
- Reconcile credit card activity to supporting documentation and follow up with staff members on any credit card purchases that do not have appropriate documentation attached.

FACTS Tuition Billing Support

- Support the Business Office in overseeing all aspects of the FACTS Tuition Billing system for the School
- Assist with tuition billing setup, payment plan monitoring, account adjustments, family account questions, reporting, and coordination with school administration
- Reconcile FACTS activity to accounting records, bank activity, tuition reports, and other school financial information as needed
- Provide FACTS-related accounting support to the Business Manager and School Principal for tuition reporting, receivable review, and school financial analysis.

Accounting Systems and Support

- Use and maintain accounting records in Sage Intacct and related parish and school financial systems
- Assist with system reconciliations between accounting records, online giving platforms, credit card activity, payroll, and school financial activity

- Support the Business Manager with financial process improvements, internal control procedures, documentation, and reporting needs.

Compliance and Internal Controls

- Follow established accounting procedures, diocesan financial policies, and internal control requirements
- Maintain appropriate documentation for accounting transactions, reconciliations, approvals, and adjustments
- Assist with audits, internal reviews, diocesan reporting requests, and year-end financial support.

Qualifications

Education

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.

Experience

- Minimum 5 years of accounting experience, including accounts payable and receivables.
- Strong hands-on accounting skills required, with the ability to research transactions, identify discrepancies, and maintain accurate supporting documentation
- Experience with nonprofit, church, school, or multi-entity accounting preferred
- Experience with Sage Intacct, RAMP, PushPay, Paylocity, and FACTS Tuition Billing a plus
- Strong Excel skills and ability to prepare schedules, reconciliations, and financial support documentation

Special Requirements

- Must support and respect the mission and values of the Catholic Church
- Must comply with diocesan Safe Environment policies and background checks
- Ability to maintain confidentiality in financial, donor, school, and personnel matters

How to Apply

Please submit your application [in Paylocity here](#)