

Diocese of Nashville

<https://dioceseofnashville.com/job/business-manager-overbrook-cecilia/>

Business Manager

Description

The Business Manager serves as a key leader within the Business Office for Overbrook Catholic School and St. Cecilia Academy, ensuring the effective execution of daily financial operations while supporting the long-term goals established by organizational leadership. This position acts as the critical bridge between strategic financial leadership and day-to-day business functions, translating priorities into efficient processes, accurate reporting, and exceptional service to the school community.

The Business Manager oversees the daily administration of the Business Office, supervises finance staff, and ensures that accounting, payroll, tuition assistance, accounts payable, accounts receivable, and human resource support functions operate with accuracy, timeliness, and integrity. The role requires a highly organized and detail-oriented professional who can manage multiple priorities, maintain strong internal controls, and provide reliable financial information to support decision-making.

Working collaboratively with school leadership, faculty, staff, families, and external partners, the Business Manager promotes operational excellence through effective systems, process improvement, financial discipline, and responsive service. This individual must possess the judgment, initiative, and breadth of experience necessary to lead a busy department in a dynamic educational environment.

As a Catholic ministry, Overbrook Catholic School and St. Cecilia Academy are committed to the faithful stewardship of the resources entrusted to support the mission of Catholic education. We seek a leader who embraces the principles of integrity, accountability, ethical financial management, and service that guide our Business Office.

Rooted in Catholic Social Teaching, the Business Manager recognizes the inherent dignity of every person and approaches the role with professionalism, fairness, compassion, and respect. This position reflects a commitment to faithful stewardship, operational excellence, and supporting the mission through responsible management of the financial and administrative functions of the schools.

Key Responsibilities

Financial Operations

- Oversee the daily financial activities of the Business Office, including accounting, accounts payable and receivable, payroll, benefits administration, tuition assistance, and cash management.
- Prepare financial reports, budget analyses, forecasts, and other information to support timely decision-making.
- Ensure accurate records, strong internal controls, and compliance with organizational policies and accounting standards.

Department Leadership

- Supervise and support Business Office staff, ensuring efficient workflow,

Hiring organization

Overbrook Catholic School and St. Cecilia Academy

Job Location

Nashville, TN

Date posted

July 28, 2026

Valid through

23.10.2026

Please send a copy of your resume to Anna Rumfola at arumfola@stannnash.org

accountability, and high-quality service.

- Manage departmental priorities, schedules, and processes to ensure deadlines and operational objectives are met.
- Train and develop staff while promoting consistency, professionalism, and continuous improvement.

Systems, Compliance, and Process Improvement

- Maintain financial systems, records management practices, and documentation required for audits and regulatory compliance.
- Identify opportunities to improve processes, strengthen controls, and increase operational efficiency.
- Coordinate with internal departments and external partners to support effective business operations.

Organizational Support

- Serve as a key resource for finance-related inquiries and facilitate communication across departments.
- Prepare reports, presentations, and analyses for leadership and special projects.
- Support the Director of Business and Finance in implementing organizational priorities and advancing the mission of the schools.

About the Employer

A Catholic independent school, Overbrook School educates children, preschool – 6th grade, in the Dominican Tradition of Catholic Liberal Arts Education within the rich harmony of faith and reason. Founded in 1936 by the Dominican Sisters of the St. Cecilia Congregation, Overbrook is a co-educational school educating children within a strong community through study, prayer and service.

How to Apply

Send applications or inquiries to: srdominic@dominican-campus.org