

# Diocese of Nashville

<https://dioceseofnashville.com/job/business-manager-saint-ann/>

## Business Manager

### Description

Saint Ann Catholic Church seeks qualified candidates for a full-time Business Manager, who oversees the functions of Accounts Payable for the Church and School; tuition using FACTS Management; and Human Resources responsibilities. This position is in the office on Monday through Friday during regular daytime business hours, with an occasional evening or weekend.

### PRIMARY RESPONSIBILITIES

- Reports to Director of Operations
- Collaborates with the Accountant on Accounts Payable issues and cash receipts • Secures approvals and processes checks/payments weekly
- Maintains vacation/sick time records for employees
- Communicates with Pastor and Principal on school-related tuition and financial issues
- Works with the Director of Operations regarding facilities oversight and maintenance of the church and school
- Supports the Director of Operations with processing gifts and donations for fundraising campaigns
- Works with contractors/vendors, collecting appropriate paperwork
- Prepares reports • Develop an office record-keeping system • Assist with property management services/leases
- Assist with the Front Office as a backup when needed

### EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business preferred
- 5 years accounts payable/bookkeeping experience preferred
- Experience with learning software programs (e.g.FACTS Management Tuition) a plus
- Prior experience working in a parish/diocese, government or non-profit a plus

### OTHER SKILLS AND REQUIREMENTS

- Ability to maintain confidentiality
- General knowledge of Accounts Payable • General knowledge of Human Resources
- Knowledge of Diocesan norms a plus

### Hiring organization

Saint Ann Catholic Church

### Job Location

Nashville, TN

### Date posted

June 22, 2026

### Valid through

21.09.2026

Interested applicants should email a cover letter of introduction, resume that includes at least three references and salary history to [Employment@stannash.org](mailto:Employment@stannash.org)

- Excellent interpersonal skills for interacting with pastor, staff, volunteers and parishioners
- Self-motivated, trustworthy and transparent steward of parish resources
- Ability to multi-task, prioritize and organize with ability to manage details and files related to all aspects of parish finance and HR
- Ability to perform accurate, detailed work in an organized and timely fashion
- Proficiency with computers including internet, email and Microsoft Office products (Word, Excel)
- Prefer candidate with experience using PushPay, SageIntacct and FACTS
- Successful completion of Parish Safe Environment program
- Ability to set boundaries with courteous, helpful and Christ-like responses and behaviors

This position includes a competitive salary based on qualifications and experience.

#### **To Apply**

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