

# Diocese of Nashville

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

## Business Manager

### Description

St. Thomas Aquinas Catholic Church seeks a dedicated, detail-oriented Business Manager to oversee the parish's financial, administrative, and operational operations. Working closely with the Pastor, this role ensures responsible stewardship of parish resources, supports parish ministries, and maintains compliance with diocesan policies.

The Business Manager provides leadership in finance, human resources, and parish office operations, fostering a collaborative, mission-driven environment. This is a full-time benefit eligible position.

### Reporting Structure

Reports directly to the Pastor. Meets with Pastor weekly to discuss the state of the office and the Parish in General. This role supervises administrative staff, including:

- Facilities Manager
- Receptionist
- Accounting Clerk

### Key Responsibilities

#### 1. Financial Management & Stewardship

- Oversee all parish financial operations, including budgeting, accounting, and reporting
- Prepare monthly financial statements for the Pastor and Finance Council
- Manage annual operating budget and monitor parish income and expenses
- Maintain banking relationships and cash flow management
- Ensure accurate tracking of offertory, donations, and restricted funds
- Coordinate with the Diocesan Finance Office for reporting and compliance

#### 1. Accounting Systems & Controls

- Ensure accurate recording, reconciliation, and reporting of transactions
- Maintain strong internal controls and proper segregation of duties
- Coordinate audits and financial reviews as required

Administers the following parish systems:

- Sage Intacct (accounting)
- Pushpay (online giving)
- Paylocity (payroll/HR)

#### 1. Payroll & Human Resources

- Process semi-monthly payroll and maintain payroll records
- Serve as primary HR contact for parish employees
- Coordinate hiring, onboarding, benefits, and personnel files
- Support employee relations and performance management

### Hiring organization

St Thomas Aquinas

### Job Location

Cookeville, TN

### Date posted

April 22, 2026

### Valid through

31.07.2026

Interested candidates should submit a current resume and a cover letter expressing their interest in this position by clicking [here to apply through Paylocity](#)

- Ensure compliance with diocesan policies and employment laws

#### 1. Parish Office Administration

- Oversee daily operations of the parish office and ensure efficient workflow
- Coordinate parish calendar, facility scheduling, and communications
- Support Pastor with correspondence, scheduling, and administrative needs
- Maintain parish records, census data, and annual reports
- Ensure proper use and maintenance of office equipment and software
- Manage office and liturgical supply purchasing and inventory

#### 1. Sacramental Records & Parish Data

- Maintain sacramental registers in compliance with diocesan standards
- Prepare certificates for Baptism, First Eucharist, Confirmation, and Marriage
- Coordinate sacramental documentation with other parishes
- Train and oversee volunteers assisting with recordkeeping

#### 1. Operational Support & Parish Life

- Provide administrative support for parish ministries and events
- Assist with planning logistics for parish activities (festivals, liturgies, special events)
- Collaborate with ministry leaders and staff to ensure smooth operations
- Provide receptionist coverage as needed

#### 1. Strategic Planning & Projects

- Assist the Pastor with long-term planning, capital projects, and facility needs
- Provide financial analysis for parish initiatives
- Support operational improvements and special projects

### **Requirements**

#### **Education and Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- 5-10 years of experience in financial management, accounting, or business operations
- Experience in nonprofit or church settings preferred
- CPA or advanced financial certification preferred
- Experience with Sage Intacct, Paylocity, and Pushpay is preferred

#### **Skills & Competencies**

- Strong financial and analytical skills
- Excellent organizational and administrative abilities
- Effective communication with diverse communities
- Ability to maintain strict confidentiality
- Proactive problem-solving and leadership skills
- Proficiency in Microsoft Office and database systems

#### **Special Requirements**

- Must support and respect the mission of the Catholic Church
- Must complete Safe Environment requirements and background check

- Ability to handle sensitive information with discretion

### **How to Apply**

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