

# Diocese of Nashville

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

## Business Manager

### Description

St. Joseph Catholic Church and School in the Diocese of Nashville is seeking a Business Manager to provide leadership and hands-on oversight for the financial, human resource, and business operations of both the parish and school.

Working closely with the Pastor and School Principal, the Business Manager is responsible for sound financial management, budgeting, reporting, internal controls, payroll administration, HR coordination, office administration, school financial analysis, and support for parish and school ministries and operations.

This position is ideal for an experienced accounting and business operations professional who is comfortable leading a business office while also working directly in the accounting details, including reconciliations, journal entries, account research, monthly close, and financial reporting.

This position reports directly to the Pastor and supervises the following roles: Director of Accounting Operations, Office Manager, and Maintenance Supervisor

### Key Responsibilities

#### Financial Management and Reporting

- Oversee all Church and School financial operations, including accounting, reporting, budgeting, cash management, and financial analysis.
- Prepare monthly financial statements for the Pastor, School Principal, Parish Finance Council, and other appropriate leadership groups.
- Manage the monthly financial close process and provide hands-on accounting support, including reviewing reconciliations, preparing or reviewing journal entries, researching account activity, and resolving accounting questions.
- Develop, monitor, and analyze annual operating budgets for both the Church and the School.
- Work closely with the School Principal on school financial results, tuition trends, enrollment-related financial matters, and school operating needs.
- Coordinate reporting requirements with the Diocesan Finance Office and monitor parish income, including offertory, donations, and restricted funds.
- Maintain parish banking relationships and support effective cash management.

#### Accounting Systems and Process Improvement

- Administer and support parish and school financial systems, including Sage Intacct, PushPay, Paylocity, and FACTS Tuition Billing.
- Ensure accurate recording and reconciliation of transactions across systems.
- Oversee FACTS Tuition Billing operations, including tuition billing setup, payment plan monitoring, account adjustments, reporting, reconciliation support, and coordination with school administration.
- Assist with reporting automation and financial process improvements.

### Hiring organization

St Joseph Catholic Church

### Job Location

Nashville, TN

### Date posted

August 6, 2026

### Valid through

09.10.2026

Interested candidates may apply [by clicking and filling out an application here in Paylocity](#)

### Payroll and Human Resources

- Process and administer semi-monthly payroll through Paylocity.
- Serve as the primary HR contact for parish employees and maintain employee personnel records and documentation.
- Coordinate onboarding, benefits administration, and employee files.
- Ensure compliance with diocesan HR policies and applicable employment laws.
- Support the Pastor with hiring, employee relations, and performance management.

### Church and School Administration

- Oversee daily business operations of the Church and School offices.
- Ensure administrative and operational support for parish ministries, school programs, and related activities.
- Maintain operational procedures and parish records.
- Coordinate and supervise business office, office administration, and maintenance staff, including scheduling and performance management.

### Strategic Planning, Special Projects, and Capital Campaign Support

- Provide financial oversight and reporting support for the parish capital campaign and related project activity.
- Prepare periodic capital campaign financial updates for the Pastor, Parish Finance Council, campaign leadership, and diocesan finance personnel.
- Monitor campaign receipts, expenses, project budgets, and restricted fund balances to support accurate reporting and stewardship of campaign resources.
- Coordinate with parish and school leadership, campaign committees, vendors, and diocesan finance personnel on financial matters related to campaign-funded projects.
- Provide financial analysis for Church and School planning initiatives and support special parish projects and operational improvements.

### Compliance and Internal Controls

- Implement and monitor strong internal financial controls and appropriate segregation of duties.
- Coordinate financial reviews or audits when required by the Diocese.
- Maintain compliance with nonprofit accounting standards and diocesan policies.

### **Compensation**

\$82,000 – \$98,000 annually, commensurate with accounting experience, qualifications, and demonstrated ability to oversee Church and School financial operations, capital campaign reporting, and business office leadership.

### **Requirements**

#### *Education and Experience*

#### Required

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required; accounting degree strongly preferred.

- Minimum of 8 to 10 years of progressive accounting, financial management, budgeting, and reporting experience.
- Demonstrated responsibility for monthly close, reconciliations, internal controls, and financial statement preparation.
- Strong hands-on accounting background, including general ledger accounting, account reconciliations, budget analysis, cash management, restricted funds, and financial reporting.
- Ability to maintain confidentiality in financial and personnel matters.
- Must support and respect the mission and values of the Catholic Church
- Must comply with diocesan Safe Environment policies and background checks.

#### Preferred

- CPA designation preferred.
- Experience with Sage Intacct, PushPay, Paylocity, and FACTS Tuition Billing preferred.
- Experience in nonprofit, church, school, or multi-entity financial management preferred.
- Experience overseeing accounting staff, business office functions, and financial operations for a complex organization preferred.

#### **How to Apply**

Interested candidates may apply [by clicking and filling out an application here in Paylocity](#)