

# Diocese of Nashville

<https://dioceseofnashville.com/job/business-office-revenue-coordinator/>

## Business Office Revenue Coordinator

### Description

The Dominican Campus is seeking an experienced Business Office Revenue Coordinator to join our team. This position supports the mission of both Overbrook Catholic School and St. Cecilia Academy.

### Key Responsibilities

- Manage and maintain tuition accounts; FACTS tuition management experience preferred.
- Reconcile, track, and report donations
- Provide administrative support for the tuition assistance process
- Deliver excellent customer service through verbal and written communication
- Support the broader business office with general project management

### Position Details

- Full-time, hourly, non-exempt
- Reports to: Director of Business

### To Apply

Please send your cover letter and resume to Maria Doherty at [dohertym@dominican-campus.org](mailto:dohertym@dominican-campus.org)

### Hiring organization

St. Cecilia Academy/Overbrook Catholic

### Job Location

Nashville, TN

### Date posted

August 20, 2025

### Valid through

01.10.2025

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