Diocese of Nashville

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

Business Office Revenue Coordinator

Description

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

Key Responsibilities

- Record, reconcile, and report donations
- Manage and maintain tuition accounts in FACTS
- Provide administrative support for tuition assistance processes
- · Deliver excellent customer service to families and staff
- Embrace opportunities to learn new financial systems and to innovate processes
- Collaborate with the wider Business Office team, contributing to projects as needed

What We're Looking For

- A passion for Catholic education and alignment with the mission of St. Cecilia Academy and Overbrook Catholic School
- · Strong critical thinking, organizational, and detail-oriented skills
- · Excellent written and verbal communication abilities
- Willingness to try new approaches and make improvements to current processes
- Experience in accounting, bookkeeping, or financial systems (including Blackbaud and FACTS) is preferred but not required

Position Details

- Full-time or part-time, hourly, non-exempt role
- Reports to Director of Business and Finance
- Training and growth opportunities provided

To Apply

Please send a cover letter describing your interest and a resume to Maria Doherty at dohertym@dominicancampus.org

Hiring organization

St. Cecilia Academy/Overbrook Catholic

Job Location

Nashville, TN

Date posted

August 20, 2025

Valid through

25.12.2025

Please send your cover letter and resume to Maria Doherty at dohertym@dominicancampus.org