

Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-finance/>

Director of Finance

Description

St. Henry Church and School is seeking a Director of Finance to oversee and manage the financial operations of the parish and school. The ideal candidate will possess strong accounting, operational, organizational, and leadership skills with the ability to evaluate current financial functions and recommend and implement improvements to increase efficiency and effectiveness within the Finance Office.

This position works closely with the Pastor, Director of Operations, Finance Board, school leadership, Diocese of Nashville, parish staff, and outside financial partners.

Full-Time | Benefit Eligible

Qualifications

- Accounting and operational management experience required, CPA preferred
- Strong understanding of SAGE general ledger software
- Knowledge of database management systems
- Experience with PushPay and ParishStaq preferred
- Experience with FACTS tuition management system preferred
- Expert-level proficiency in Microsoft Office products, especially Excel
- Strong analytical, organizational, and communication skills
- Ability to maintain confidentiality and exercise discretion
- Ability to assess current financial procedures and implement operational improvements

Responsibilities

Responsibilities include, but are not limited to:

- Prepare monthly financial statements for the church and school
- Reconcile bank statements and financial accounts
- Handle general accounting tasks including:
 - Month end financial close
 - Donation and cash receipt processing
 - Assisting with accounts payable tasks
 - Invoice and credit card expense coding
- Prepare annual operating budgets for the church and school
- Provide periodic financial forecasts based on current financial statements
- Prepare financial reports for banking institutions and the Diocese of Nashville
- Report the financial condition of the parish and school to the Pastor and Finance Board
- Develop and implement accounting procedures to improve efficiency and effectiveness of the Finance Office
- Manage tuition contracts and reporting through the FACTS tuition management system
- Assist with maintaining financial compliance and internal controls

Employment Information

Hiring organization

St. Henry Church & School

Job Location

Nashville, TN

Date posted

June 3, 2026

Valid through

04.09.2026

Please submit a resume and cover letter to Claire Hale at chale@sthenry.org

This is a full-time, benefit-eligible position.

To Apply

Please submit a resume and cover letter to Claire Hale at chale@sthenry.org