

Diocese of Nashville

<https://dioceseofnashville.com/job/executive-assistant-to-the-cfo/>

Executive Assistant to the CFO

Description

The Executive Assistant to the CFO helps further the organization's mission by providing day-to-day support to the CFO and other Fiscal Services department personnel as assigned by CFO.

With a strong work ethic, attention to detail and excellent organizational talents, the Executive Assistant to the CFO is proactive in anticipating the needs of the CFO and the Fiscal Services department. This role requires the ability to handle confidential and time-sensitive information with the highest degree of integrity. The ideal candidate will show discretion and sophistication in managing internal and external demands requiring sound judgment, innovation, creative thinking, and self-motivation – while maintaining high standards of professionalism and projecting a professional image.

Essential Duties and Responsibilities

Board, Committee, and Major Meetings Support

- Coordinate dates and manage meeting scheduling, confirm quorum, prepare agendas and presentation materials, and prepare and manage minutes for several Committees, Councils and Boards.
- Ensure the meeting space environment is prepared ahead of time, including teleconference equipment such as microphones, cameras, and projectors for meetings when appropriate. For meetings for which meals/snacks will be served, plan and arrange for food service.
- Assist CFO and other Directors in planning and managing Board and Committee membership rosters and terms.

Document Management and Distribution

- Organize and maintain the Fiscal Services file system. File correspondence and other records. Identify files to be taken to internal storage or scanned to the e-file.
- Coordinate across Fiscal Services department to manage paper file destruction per retention schedule requirements.
- Maintain and organize parish and corporation files.
- Maintain the "Investment" electronic folder. File monthly and quarterly investment statements as received. Scan annual statement and save in Investment Accounts file. Always maintains two years of data.
- Work with CFO and other Directors to maintain all policy and procedure documentation and distribution.
- Draft quarterly and annual letters for Advancement of Catholic Education (ACE) awards and distribution.
- Send quarterly statements to Catholic Foundation – Diocese of Nashville (CF-DON) donor advised fund holders.
- Coordinate any mailings and email notifications for the CFO and other Directors.
- Assist Fiscal Service department in obtaining A/P check signatures and mailings.
- Assist in preparing confirmation letters and other documents for annual audits.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

September 5, 2025

Valid through

31.12.2025

Please submit your resume, cover letter, and application on [Paylocity](#).

Risk Management Support

- Support the Director of Finance as needed in monitoring and coordinating insurance policy updates and renewals.
- Maintain insurance and risk management files.
- Send updated manuals, policies, forms, and reports to diocesan entities for their files.
- Maintain tracking for injury reports, property damage reports, auto accident reports, and worker compensation reports.

Process Support and Improvement

- Establish tracking for requests received by the CFO and Fiscal Services department and monitor progress and completion status.
- Establish and maintain Fiscal Services departmental calendar.
- Maintain various distribution and contact lists.
- Assist in preparing documentation of various Finance and Accounting Policy and Procedures.
- Provide project management and tracking support.
- Identify and suggest other process improvement opportunities.
- Perform other support activities as required and duties as assigned.

Requirements

Education and/or Experience

- Bachelor's Degree in Business, or comparable degree work will be considered.
- Prior experience as an Executive Assistant is preferred.
- Practicing member of the Roman Catholic faith is preferred.

Key Skills

- Strong proficiency in Microsoft Office software: Including Excel, Power BI, Word, PowerPoint, Outlook, SharePoint and Teams.
- Strong work ethic.
- Ability to present and conduct self in a professional manner.
- Ability to make mature and prudent decisions.
- Ability to maintain strict confidentiality and utmost discretion in all matters.
- Knowledge of Catholic hierarchy, protocol, traditions, and values.
- Excellent attention to detail and accuracy with ability to multi-task.
- Ability to anticipate needs of the CFO and various committees.
- Excellent interpersonal skills for interacting with clergy, religious, and laity.
- Superior communications skills, oral and written, applied in a courteous and professional manner.
- Knowledge of accounting procedures.
- Ability to be adaptable, agile, and happy to serve in any capacity required.

Other Competencies

- Action oriented.
- Communicates effectively.
- Nimble learning.
- Organizational savvy.
- Plans and aligns.
- Optimizes work processes.

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