

# Diocese of Nashville

<https://dioceseofnashville.com/job/finance-and-operations-manager/>

## Finance and Operations Manager

### Description

The Finance and Operations Manager is a vital member of the Business Office and directly supports the CFO/COO in the school's operational areas.

### Description

1. Assist the CFO/COO in building, managing, and reviewing the operating and capital budgets.
2. Manage the annual audit.
3. Process and oversee all steps of Student Billing, including enrollment contracts, billing and collection of tuition and fees, and monitoring and communicating with delinquent accounts.
4. Manage the financial aid process, including scheduling committee meetings, initial review of all financial aid applications, communication with families, and tracking and reporting financial aid data to the TSSAA and scholarship funds. Assist the CFO/COO in data needs for reporting to the Board and Diocese.
5. Record and ensure proper account distribution for all deposits, both manual deposits and electronic deposits.
6. Maintain fixed asset records and determine depreciation rates for monthly depreciation.
7. Serve as the liaison with the advancement office for all charitable giving. Establish processes and procedures for a new capital campaign. Ensure appropriate recording of pledges and tracking of gifts. Reconcile all giving with the advancement office to ensure appropriate financial reporting.
8. Manage and support the school spirit store including inventory management, financial operations, and coordination of volunteers.
9. Serve as the liaison with the Director of Facilities on all facility rentals to ensure appropriate paperwork and risk management concerns are addressed.
10. Assist the CFO/COO with various human resources functions, including the employee handbook, record keeping, reconciliation with the Diocese, and recruiting and onboarding of new employees.

### Requirements/Qualifications

- Active faith life and membership in a Christian church.
- Understanding of and passion for the school's mission and values and an ability to articulate this both internally and externally.
- Desire to be an active member of the school community.
- A bachelor's degree in accounting or a similar field, with a CPA license, is preferred.
- 3-4 years experience in the accounting field, public accounting preferred.
- Strong knowledge of generally accepted accounting principles and financial reporting.
- Ability to manage multiple projects and work assignments simultaneously.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to maintain strict confidentiality and handle sensitive information.

**Classification:** Full-time, 12 months, Exempt Position. Occasional evening and

### Hiring organization

Pope John Paul II Preparatory School

### Job Location

Hendersonville, TN

### Date posted

January 31, 2025

### Valid through

31.03.2025

Interested candidates should submit a [resume and cover letter on Paylocity](#).

weekend work might be required.

**Reports to:** Chief Financial and Operations Officer

Interested candidates should submit a [resume and cover letter on Paylocity](#).