

# Diocese of Nashville

<https://dioceseofnashville.com/job/finance-associate/>

## Finance Associate

### Description

Part-time (estimated 20 hours/week with potential for growth to full time if desired)

Pay rate: negotiable based on experience

In office with potential to partially work from home (once trained)

### Key Responsibilities

- Processing all transactions in FACTS, the school's tuition management platform, including all incidental billings and tuition agreements
- Handle all parent inquiries regarding FACTS balances
- Track financial aid awards, past due accounts, state funded programs, and subsidy requirements for all school families
- Answer parishioner inquiries regarding their church giving activity
- Process the weekly offertory report
- Manage the purchasing card program for Saint Henry, including approval of charges and resolving cardholder issues
- Track Columbarium transactions including niche purchases and the internal reporting

### Required Skills

- Technical Proficiency – Familiarity with Excel is essential. This position will need to learn the school's payment processing software (FACTS) as well as the church's giving database (PushPay).
- Communication – Strong written communication skills are required. Correspondence with customers (parishioners and parents) will be a large part of this position.
- Organization – The ability to manage multiple deadlines and tasks simultaneously is required. This position is made up of many small tasks rather than several large ones.
- Discretion – This role will deal with a lot of confidential information. Transactions cannot be shared.

If interested, please contact the Director of Finance, Elizabeth Morrissey, at [emorrissey@sthenry.org](mailto:emorrissey@sthenry.org). Please include your resume.

### Hiring organization

St. Henry Church

### Job Location

Nashville, TN

### Date posted

August 7, 2025

### Valid through

01.10.2025

If interested, please contact the Director of Finance, Elizabeth Morrissey, at [emorrissey@sthenry.org](mailto:emorrissey@sthenry.org). Please include your resume.