

Diocese of Nashville

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

Finance Manager

Description

Christ the King Church and School seek a qualified Finance Manager to lead and manage the financial, operational, and human resources functions of the parish. This leadership role works closely with the Pastor, Finance Council, and parish staff to ensure sound financial practices, strategic planning, and responsible stewardship of resources. Occasional evening or weekend meeting attendance required as needed by the Pastor.

Key Responsibilities

Financial Management

- Develop and manage annual and multi-year budgets in collaboration with the Pastor and Finance Council.
- Maintain accurate accounting systems in accordance with GAAP, Diocesan directives, and nonprofit standards.
- Provide regular financial reporting (monthly, quarterly, year-end) for internal review and Diocesan submission.
- Monitor cash flow, manage revenues and expenditures, and oversee debt to ensure financial stability.
- Serve as the liaison with banks, vendors, and the Diocese on financial matters.
- Oversee payroll, benefits administration, and compliance via Diocesan systems.
- Support fundraising, stewardship, and planned giving programs.
- Administer contracts and purchasing, ensuring compliance with legal and ethical standards.
- Support school with matters of financial aid, tuition and fees accounts receivable and accounts payable

Operations & Facilities

- Ensure that parish assets are used efficiently and effectively in meeting the goals developed to fulfill the vision and mission.
- Ensure protection of property and equipment, coordinating with local authorities and Diocesan risk management as needed.

Personnel

- Manage finance assistant roles and responsibilities
- Attend staff, Finance Council, and diocesan meetings as directed by the Pastor

Requirements

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field required. Master's preferred.
- Minimum 5 years of experience in accounting/finance, operations, and team management.

Hiring organization

Christ the King Church and School

Job Location

Nashville, TN

Date posted

August 29, 2025

Valid through

01.11.2025

Please complete the application and resume on [Paylocity](#).

- Strong working knowledge of accounting software, GAAP, and nonprofit financial practices.
- Strong working knowledge of Microsoft and Google Suite

Key Competencies

Leadership | Strategic Planning | Financial Analysis | Communication |
Organizational Management | HR Compliance | Problem Solving | Ethical Judgment

To Apply

Please complete the application and resume on [Paylocity](#).