

# Diocese of Nashville

<https://dioceseofnashville.com/job/parish-office-secretary/>

## Parish Office Secretary

### Description

Location: Saint Lawrence Catholic Church, 5655 Clarksville Pike, Joelton, TN 37080

The Parish Office Secretary works closely with the Pastor, Parish Council, Finance Committee, and Parishioners to serve the Saint Lawrence Community. This is a part-time position, working from 9:00AM-1:00PM on Mondays, Wednesdays, and Fridays.

### Responsibilities

- Parish bookkeeping, including tasks like: paying invoices, reconcile the check book, prepare monthly finance reports, and run monthly payroll.
- Scheduling and managing Parish Center rentals.
- Managing the Parish website
- Preparing the weekly bulletin
- Answering the telephone and responding to emails
- Send out weekly announcements

### Requirements

1. Practicing Catholic
2. High School Diploma
3. Experience with accounting or bookkeeping
4. Knowledge in PDS (Parish Data System) and HRIS software's. Preferably Paylocity, Push Pay, and Sage
5. Proficient in the Microsoft Office Suite
6. Good Communication Skills

In addition to your resume, please submit a brief cover letter on [Paylocity](https://dioceseofnashville.com/job/parish-office-secretary/).

### Hiring organization

St. Lawrence Catholic Church

### Job Location

Joelton, TN

### Date posted

March 17, 2025

### Valid through

07.17.2025

In addition to your resume, please submit a brief cover letter on [Paylocity](https://dioceseofnashville.com/job/parish-office-secretary/).