

Diocese of Nashville

<https://dioceseofnashville.com/job/senior-accountant-2/>

Senior Accountant

Description

The primary responsibility of this position is to assist with the accounting, financial analysis and financial reporting process for Holy Rosary Church and School 192 Graylynn Drive, Nashville, TN 37214. The focus of this position will be to ensure that accurate and timely financial records are produced to safeguard the entity's assets and to provide appropriate financial information.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Education and/or Experience

- Bachelor's Degree in Accounting required.
- Minimum of five (5) years of accounting experience.
- CPA a plus.

Other skills/Requirements

- Good attention to detail and accuracy.
- Understand, respect, and support Catholic Church teaching, mission, and values.
- Ability to correctly interpret and analyze financial information.
- Proficiency in Excel and Word software applications and general computer proficiency.
- Proficiency in the use of accounting software including management of chart of accounts, journal entries, AP/AR, and fixed assets/depreciation.
- Knowledge of Parish Data Systems (PDS), SAGE, PUSHPAY and FACTS.
- Competent in the use of Microsoft Office products (especially Excel and Word).
- Good reasoning ability regarding accounting transactions.
- Strong interpersonal skills for working with and presenting information.
- Professional written and verbal communication skills.
- Ability to maintain confidentiality and discretion in working with confidential/sensitive information.
- Valid Tennessee Driver's License.
- Able to observe parish cash counts and other finance related processes or attend finance council meetings on some evenings.

Competencies

- Communicates effectively
- Optimizes work processes
- Collaborates
- Instills trust
- Business insight

Physical demands

Hiring organization

Holy Rosary Church and School

Job Location

Nashville, TN

Date posted

September 25, 2025

Valid through

25.12.2025

Please submit your resume, cover letter and three professional references to Anthony Falcone at falconea@holyroary.edu

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, occasional driving at night, and the ability to adjust focus.

Responsibilities:

- Prepares bank reconciliations, journal entries and other transactions to produce and analyze monthly financial statements.
- Acts as a resource for other parish finance staff as questions arise.
- Prepares financial summaries to present the financial statements in narrative format to assist in explanation of comparative analyses and all financial results.
- Lead the Sage Accounting and Push Pay implementation from the current PDS system.
- Assists in policy development and methods of implementation to improve internal control processes.
- Inspects Accounting System general ledger transactions for appropriate recording and classifications.
- Processes Payroll on a routine basis and ensures accuracy of payroll and employee benefit procedures.
- Coordinate with the Diocese in the preparation of 1099 Forms and other Federal forms, on an annual basis.
- Assists in preparation of school and church operating budgets/tuition strategies.
- Prepare financial reports as needed for parish/school finance council meetings.
- Serves as a resource as needed.
- Reviews parish's conformity to Diocesan policies and procedures.
- Attend Diocesan training classes to ensure parish staff members understand and can continue performing appropriate accounting procedures.
- Assists Director of Finance and Facilities with special projects and other duties as requested.

To apply

Send a cover letter, resume, and three professional references to Anthony Falcone at falconea@holynosary.edu