

Diocese of Nashville

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

Senior Accountant

Description

St. Philip the Apostle Catholic Church, located in historic downtown Franklin, TN about 20 miles south of Nashville, is a well-established parish of over 2,000 families with a talented and energetic staff. The parish is seeking candidates for the position of **Senior Accountant**. This is a 24-hour/week position, working Monday through Friday, during regular parish office hours and may require occasional evening hours for meetings. This position reports to the Director of Administration.

Primary Responsibilities

- Analyze financial data, preparing reports for ministry leads and Parish Finance Council
- Support the monthly closing process
- Reconcile bank statements and online giving
- Prepare the Diocesan Assessment Report
- Prepare overall parish Fiscal Year budget with Director of Administration
- Provide assistance to and serve as back-up for other positions in the Finance department

Requirements

Education/Experience

- Certified Public Accountant preferred
- 5-10 years in increasing responsibility in accounting with thorough knowledge of G/L, A/P, A/R & P/R
- Candidate with experience in preparing non-profit financial statements is preferred
- Ability to effectively communicate verbally and in writing in both English and Spanish is a plus.

Other Skills or Requirements

- Practicing Roman Catholic in good standing
- Computational aptitude and attention to detail and accuracy
- Proficiency with accounting software, database management, Microsoft Excel and Word
- Strong organizational and time management skills, including ability to multi-task
- Good verbal, written, telephone and interpersonal skills with ability to work with a variety of people
- Self-motivated with willingness to work under minimal direction and supervision
- Ability to maintain confidentiality

Key Competencies

Financial analysis, communication, flexibility, problem solving, creativity/innovation, conflict resolution

Please include (1) a cover letter of introduction (2) a complete and professional

Hiring organization

St. Philip the Apostle Catholic Church

Job Location

Franklin, TN

Date posted

July 20, 2024

Valid through

24.08.2024

To apply, visit:

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2591956>

resume, and; (3) contact information for three references.