

Diocese of Nashville

<https://dioceseofnashville.com/job/senior-financial-analyst/>

Senior Financial Analyst

Description

REPORTS TO: President

CLASSIFICATION: Part-Time, 12-month, Hourly

HOURS: TBD (12-20 hours per week)

FLSA STATUS: Non-Exempt

The Senior Financial Analyst serves as the college's primary financial expert and is responsible for the full spectrum of financial planning, analysis, reporting, and strategic advising. While financial services are supported through contracted business office staff, this role provides dedicated financial support to Aquinas College, offering critical insights that inform decision-making at the senior leadership level and ensures the college's long-term financial health and sustainability.

KEY RESPONSIBILITIES

1. The Senior Financial Analyst must be consistent at all times, in example and expression, with the tenets and morals of the Roman Catholic faith as articulated by the magisterium of the Roman Catholic Church. The Senior Financial Analyst must witness by his/her public behavior, actions, and words a life consistent with the teachings of the Catholic Church and supportive of the mission of Aquinas College.
2. The Senior Financial Analyst develops and maintains the annual budget in collaboration with the President and department heads.
3. The Senior Financial Analyst monitors financial performance against budgets and prepares variance analyses.
4. The Senior Financial Analyst monitors cash flow and ensures liquidity to meet operational and capital needs.
5. The Senior Financial Analyst advises the President and her Cabinet on financial strategy, risk management, resource allocation, and project planning.
6. The Senior Financial Analyst prepares and presents financial reports to the President's Cabinet and Board Finance Committee.
7. The Senior Financial Analyst oversees preparation of audited financial statements in partnership with external auditors.
8. The Senior Financial Analyst ensures compliance with all regulatory requirements, including federal, state, and accreditation financial standards.
9. The Senior Financial Analyst serves as liaison for outsourced accounting, payroll, financial services, and investment management.
10. The Senior Financial Analyst performs other responsibilities and duties as assigned by the President.

QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, Economics, or a related field (required)
- Master's degree in Finance, MBA, or a related field (preferred)
- Certified Public Accountant (CPA) (preferred)
- Proficiency in MIP financial software (preferred)
- Minimum of 10 years of experience in finance or accounting, preferably in nonprofit or higher education finance

Hiring organization

Aquinas College

Job Location

Nashville, TN

Date posted

May 27, 2025

Valid through

31.07.2025

Interested applicants should submit a cover letter, resume, and three professional references to Margaret Larson at larsonm@aquinascollege.edu.

- Strategic financial management experience
- Advanced proficiency in Excel and experience with financial modeling
- Knowledge of GAAP and fund accounting principles
- Excellent analytical, organizational, and communication skills
- Ability to work collaboratively in a small team environment

Interested applicants should submit a cover letter, resume, and three professional references to Margaret Larson at larsonm@aquinascollege.edu. Applications will be reviewed on a rolling basis. Preferred start date is July 7, though this is flexible based on candidate availability.

Aquinas College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based upon race, color, sex, ethnicity, national origin, citizenship, age, disability, veteran status, genetic information, or any other legally protected status.

Aquinas College, as a Catholic institution, exists for the primary purpose of giving witness to Gospel truths and forming and educating students in the Catholic faith. Accordingly, to the greatest extent permitted by law, it reserves the right to make all decisions, including employment related decisions, based on principles of Catholic theological and moral teaching and in accord with the mission of Aquinas College. The College's right to adhere to its religious principles in hiring is protected under the law, including without limitation, the First Amendment of the United States Constitution and the related ministerial exception, as well as the religious exemptions included in Title VII and Title IX of the Civil Rights Act of 1964. The respectful discussion of, instruction in, and adherence to Catholic moral teachings and doctrine is an important part of the mission of Aquinas College, and is not discrimination or harassment.