Diocese of Nashville

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Director of Finance

Hiring organization
Saint Matthew Catholic Church

Job Location
Franklin, TN

Date posted
November 13, 2026

Valid through
13.02.2027

Please submit your resume, a brief cover letter and your application through Paylocity HERE

Description
The Finance Director is responsible for all financial reporting (monthly, quarterly, year-end and Diocesan) for Saint Matthew Church and School. This leadership role works closely with the Pastor, School Principal, Director of Operations, Parish Staff, the Finance Board, and Diocese staff to ensure sound financial practices, accurate reporting, and responsible stewardship of resources. Occasional evening or weekend time for meetings is required as needed by the Pastor. The Finance Director prepares and monitors the Church and School budgets and cash flow planning, and oversees all aspects of collecting, counting, recording, and depositing funds, and recommends and maintains internal controls over all financial and accounting functions and tasks.

This position is responsible for the following:

· Maintains accurate filing, record keeping, and reporting systems for all church and school financial matters. Prepares monthly, quarterly, year-end, and special reports for the Pastor, Diocese, Parish Finance Board, Parish Council and School Board, as required.

· Is responsible for cash flow management and purchasing and payment schedules.

· Monitors the collection, counting, recording, depositing, and reconciliations of parish and school funds received from all sources.

· Works with Director of Operations on monthly payroll processing as well as other pay runs.

· Serves as a helpful resource to parish organizations/committees for all financial matters including planning, reporting, and auditing.

· Serves as parish contact with financial institutions, vendors, and the Diocese.

· Assists with setup and ongoing operational needs in the Parish giving systems, particularly as related to system matters that affect accounting and financial reporting.

· Assists in the planning of financial stewardship and long-range planning.

· Prepares annual budgets for the School and Church with input from department heads.

· Prepares information required for annual Subsidy Review, presents information to Finance Board and Diocese and administers follow-up communication.

· Prepares financial statements for the Pastor, Principal, department heads, and Parish Finance Board, leads finance meetings and actively participates in other Parish meetings as needed.

· As ex-officio member of St. Matthew School Board, provides financial information to School Board on an as-requested basis, prepares budgets and presentations for annual tuition rates, subsidy calculations, and tuition assistance.

· Prepares Annual Diocesan assessment report as well as any other ad hoc Diocesan requests.

· Ensures that parish assets are used efficiently and effectively in meeting the goals developed to fulfill the Parish and Diocesan vision and mission.

Requirements

· Bachelor's degree in accounting or finance.

· Five to ten years' experience in business or management.

· Strong working knowledge of GAAP, nonprofit accounting, and accounting software systems.

· Must have excellent skills with Excel and experience with automated accounting systems.

· Knowledge and familiarity with the Pushpay giving suite and Sage INTACCT accounting suite is a strong plus.

· Must be able to successfully communicate accounting and financial information and matters to non-financial staff and stakeholders and assist as needed in understanding details.

How to Apply

Please submit your resume, a brief cover letter and your application through Paylocity HERE