

# Diocese of Nashville

<https://dioceseofnashville.com/job/bookkeeper/>

## Bookkeeper

### Description

Reports to: Pastor

Status: Part Time – up to 20 hours / week

### SUMMARY

Provide day-to-day fiscal services, specifically responsible for receipts, accounts payable, general ledger, payroll, and bank and credit card reconciliations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Post parishioner contributions and other receipts to general ledger weekly
- Receive invoices for payment and enter them into the general ledger
- Prepare check requests and issue checks to vendors
- Record entries into ledger system in a timely manner
- Process payroll in Paylocity semi-monthly
- Prepare financial reports for Pastor and Finance Council chairperson monthly
- Prepare quarterly financial reports for Pastor and Finance Council and attend meetings
- Prepare semi-annual financial summaries for the parish, and fiscal year-end reports for submission to the Diocese
- Gather financial information from the various ministries and prepare the budget
- Reconcile checking accounts monthly
- Enter all credit card transactions, reconciling with statement monthly.
- Enter interest on all CD accounts monthly
- Prepare annual assessment report and submit it to the Diocese
- Ensure that collections are counted and bank deposits are made timely, and that proper procedures are followed by money counters (The Bookkeeper does not count money or make bank deposits.)
- Maintain filing of all supporting documentation

### EDUCATION / EXPERIENCE

- Associates degree in Accounting (Bachelor's degree preferred), or high school degree or equivalent, with five years of bookkeeping experience.

### QUALIFICATIONS / SKILLS

- Ability to perform all essential duties satisfactorily
- Computer skills with knowledge of accounting programs, Microsoft Excel and Word, and internet experience.
- Experience with payroll processing preferred
- Ability to maintain confidentiality
- Ability to multi-task, prioritize and organize
- Capability to perform accurate, detailed work
- Good interpersonal skills
- Knowledge and understanding of the Catholic Church
- Flexibility of scheduling for occasional evening meetings, and diocesan meetings

### Hiring organization

St. Frances Cabrini Church

### Job Location

Lebanon, TN

### Date posted

July 17, 2025

### Valid through

11.08.2025

Interested candidates, please send resume and cover letter to [sec@sfctn.org](mailto:sec@sfctn.org)

- Regular work attendance
- Willingness to submit to criminal background screening

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