

Diocese of Nashville

<https://dioceseofnashville.com/job/full-charge-bookkeeper/>

Full Charge Bookkeeper

Description

St. Philip the Apostle Catholic Church in Franklin, TN is seeking a reliable and detail-oriented Full Charge Bookkeeper / Accountant to manage day-to-day accounting functions, including general ledger maintenance, accounts payable, payroll processing oversight, and serve as a back-up for accounts receivable. The ideal candidate has a solid understanding of accounting principles and strong organizational skills, and the ability to work both independently and collaboratively.

Requirements:

Key Responsibilities

General Ledger:

- Maintain and reconcile the general ledger accounts.
- Prepare journal entries and ensure accurate financial reporting.
- Assist with month-end and fiscal year-end closing processes.

Accounts payable:

- Process vendor invoices, ensuring accuracy and timely payments.
- Reconcile vendor statements and resolve discrepancies.
- Maintain accurate records of all transactions.
- Process year-end W-9s for 1099 vendors.

Payroll Oversight:

- Review and verify payroll data for accuracy.
- Coordinate with payroll service providers to ensure timely processing.
- Maintain payroll records and assist with compliance reporting.

Accounts Receivable (Back-Up)

- Oversee donations and donation records.
- Generate and send customer invoices.
- Record incoming payments and follow up on outstanding balances.
- Support collections efforts as needed.

Other Duties as Needed

Supervisory Responsibilities: None

Qualifications:

- Bachelor or Associate degree in Accounting, Finance, or related preferred.
- 2+ years of bookkeeping or accounting experience.
- Proficiency in accounting software, especially Sage Intacct would be a bonus.
- Strong knowledge of Microsoft Excel and other Microsoft Office applications.
- Excellent attention to detail and organizational skills.

Hiring organization

St. Philip Church

Job Location

Franklin, TN

Date posted

November 25, 2025

Valid through

27.02.2026

Please complete the application and resume on [Paylocity](#).

- Ability to maintain confidentiality and handle sensitive information.
- Ability to adjust working hours during peak times such as monthly and annual closing.

Additional Skills and Requirements:

- Experience with payroll systems and HRIS platforms, Paylocity would be a bonus.
- Strong communication and interpersonal skills.
- Practicing Catholic in good standing preferred.
- Ability to prioritize and adapt to changing needs with general oversight.
- Willing to submit to and satisfactorily pass a criminal background screening.
- Willingness to attend and abide by the Diocese of Nashville Safe Environment training.
- Bilingual Spanish preferred.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands and arms for office work-station duties, use hands to operate a computer and other basic office duties, talk and hear.

The employee may occasionally lift and carry items such as boxes of files weighing up to 30 pounds. Items weighing more than this will be safely moved and carried by 2 or more people.

Specific vision abilities required by the job include close, distance and color vision, and the ability to adjust focus.

Work will be performed indoors in an office with multiple workstations. Some work will be performed standing for duties such as filing and back-office support.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job is performed indoors in an office with multiple people. Conversation level noise is expected. St. Philip the Apostle Catholic Church is a smoke free campus.

To Apply

Please complete the application and resume on [Paylocity](#).