

# Diocese of Nashville

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

## Accountant

### Description

The primary responsibility of this role is to perform accounting, financial analysis, and financial reporting. The focus will be to ensure that timely and accurate financial records are produced to safeguard St. Edward's assets and to provide financial information and insight. The accountant is responsible for managing day-to-day accounting functions, including general ledger maintenance, payroll, tax statements, and other needs appropriate to the role. The accountant reports directly to the Director of Operations and Administration. This is a full-time, 40 hours per week position.

### Requirements:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and reconcile general ledger accounts
- Prepare journal entries and ensure accurate financial reporting
- Month-End and Year-End close
- Process bi-weekly Payroll
- Oversee donations and donation records
- New Employee setup in Payroll system (Paylocity)
- Year-end 1099 and W-2 forms.
- Annual tax statements for donors
- Review cash receipts, disbursements, and incidentals
- Reconcile P Card purchases
- Manage Bank accounts and transfers
- Prepare financial information in narrative format for presentation to Finance Council

#### COMPENTENCIES

- Proficient in the use of accounting software, PushPay and Sage Intacct is a plus
- Familiarity with HRIS, experience with Paylocity a plus
- Proficient in chart of accounts, journal entries, fixed assets/depreciation, and payroll
- Ability to analyze and correctly interpret financial information
- Proficient in and ability to oversee or serve as a backup for AP/AR
- Excellent reasoning ability regarding accounting transactions

#### SUPERVISORY RESPONSIBILITIES – None

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND/OR EXPERIENCE

#### **Hiring organization**

St. Edward

#### **Job Location**

Nashville, TN

#### **Date posted**

January 7, 2026

#### **Valid through**

07.04.2026

Interested candidates should email a cover letter, resume, and three references to Kyle Lewis at [klewis@stedward.org](mailto:klewis@stedward.org)

- Bachelor's degree in accounting, or associate's degree in combination with relevant experience
- Minimum three years' experience in accounting, preferably in the Catholic Church or other non-profit
- CPA a plus

#### OTHER SKILLS/REQUIREMENTS

- Understand, respect, and support the teachings and mission of the Catholic Church
- Accuracy and attention to detail
- Competent in the use of Microsoft Office products (to include Excel, Word, and PowerPoint)
- Ability to attend occasional finance council meetings in the evening

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment is typical of a church office setting with moderate noise levels. Reasonable accommodations may be made for individuals with disabilities.

#### **To Apply**

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