

St. Edward Catholic Church

Director of Finance and Administration

St. Edward Catholic Church, located in Nashville, TN, is a vibrant and growing parish established in 1952. The talented and vibrant staff serve approximately 1,100 families and a school of 230 students (pre-k through 8th grade). We are seeking a Director of Finance and Administration. This position is full-time with a regular but flexible schedule, working 40 hours per week.

The Director of Finance and Administration serves in support of the Pastor's responsibilities to the parish. This person serves as a steward of the physical, financial and personnel resources of the parish.

Responsibilities:

- Maintains an accurate filing, record keeping and reporting system for all parish and school financial matters
- Manage all tasks of Parish Business Office, including, but not limited to: accounts payable, accounts receivable, purchasing system, payroll, FACTS tuition management system, banking programs, School Facility Management.
- Supervises maintaining the parish membership database.
- Provides budgets, financial statements, and forecast for parish and school to Pastor and Finance Board.

Qualifications:

- Bachelor's Degree in Accounting and/or Finance with 5-10 years experience in business or management
- Experience with Excel and Access database and other accounting software, accounting principles and practices (including Fund Accounting), information systems management, Microsoft Office Products
- Openness and ability to learning Parish Data Systems (PDS)
- Demonstrated skills in managing a finance department and interpersonal communication skills
- Must have ability to prioritize and be flexible.

Competitive salary excellent benefits package based upon qualifications and experience. Please email resume with cover letter indicating salary history to: fatherreehil@stedward.org

Resumes will be accepted until the close of business on February 14, 2020.