

The Roman Catholic Diocese of Nashville

Parish Auditor

The Diocese of Nashville Governance & Services Office seeks qualified candidates for the position of Parish Auditor. This is a regular full-time position in the Parish & School Financial Services Office reviewing the controls, processes and records of parishes and schools for compliance. The Governance & Services Office is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center but does require frequent travel throughout the diocese. It also requires evening and weekend duty on occasion.

AREAS OF RESPONSIBILITY INCLUDE

- Assisting in the development of policy and internal control processes for parishes and schools.
- Providing training to ensure parish and school staff members perform appropriate accounting procedures.
- Providing guidance to parishes and schools regarding stewardship of assets and other financial management procedures.
- Scheduling and conducting financial reviews at parishes and schools.
- Drafting and presenting post-review reports.

QUALIFICATIONS

- Bachelor's degree in accounting.
- A minimum of two years of auditing experience.
- Proficiency in the use of accounting software including management of chart of accounts, journal entries, AP/AR, and fixed assets/depreciation.
- Experience working with Parish Data Systems (PDS) is preferred.
- Competency in the use of Microsoft Office products, especially Excel and Word.
- Ability to effectively communicate and interact with others, including pastors, parish and school staff and committee members, and GSO personnel.
- Ability to travel and perform work responsibilities throughout the diocese.
- Ability to work on evenings and weekends as occasionally required.

For consideration, please email cover letter and resume to Karen Fultz:

Karen.Fultz@DioceseOfNashville.com