

# *Saint Henry Catholic Church*

## Director of Finance

Saint Henry Catholic Church in Nashville is seeking qualified candidates for the Director of Finance position. This is a full-time position with benefits.

### PRIMARY RESPONSIBILITIES

- Develop and manage the accounting systems and policies of all parish and school finances
- Manage all tasks of the Financial Services Department, including, but not limited to: accounts payable, accounts receivable, reconcile bank statements, payroll, and FACTS tuition management
- Provide budgets, financial statements, and forecasts for parish and school to the Pastor and parish leaders
- Develop and implement accounting procedures to improve efficiency

### REQUIREMENTS

- Bachelor's or master's degree in finance, accounting, or business
- Experience with accounting software, database management, Microsoft Excel & Word
- Demonstrated skills managing a finance department and an attitude of mission in working for the Church

### INFORMATION/APPLICATION CONTACT

Please email (1) a cover letter stating your intent to work as a Director of Finance at Saint Henry Catholic Church; (2) a complete and professional resume, and; (3) contact information for three references to:

Clair Hale  
Email: [CHale@StHenry.org](mailto:CHale@StHenry.org)