

ST. PHILIP CATHOLIC CHURCH

Coordinator of Financial Services

St. Philip Catholic Church, located in historic downtown Franklin, TN about 20 miles south of Nashville, is a well-established parish of over 1,500 families with a talented and energetic staff. The parish is seeking candidates for the position of **Coordinator of Financial Services**. This is a 24 hour/week position, working Monday through Friday, during regular parish office hours and requires occasional night and/or weekend duty to meet with volunteer ministry leaders.

Primary Responsibilities

- Analyze financial data as it relates to ministries and special projects, preparing reports for ministry leads and Parish Finance Board
- Reconcile bank statements
- Process and reconcile electronic giving
- Prepare the Diocesan Assessment Report
- Prepare annual tax substantiation letters
- Process annual parish pledges
- Work with Ministry leaders to provide training in budgeting. Gather ministry budgets to prepare overall parish budget.
- Provide assistance to and serve as back up for the Accounts Payable, Payroll, and Project Analyst, as well as the Cash Receipts and Records Analyst.

Education/Experience:

- Bachelor's degree in accounting preferred.
- Three to five years in increasing responsibility in accounting/bookkeeping with thorough knowledge of G/L, A/P, and A/R.
- Prefer candidate with experience in preparing non-profit financial statements.
- Experience in analysis and reporting requirements for fundraising and/or capital campaigns is a plus
- Bilingual candidate fluent in English and Spanish is highly desired

Other Skills or Requirements:

1. Computational aptitude and attention to detail and accuracy
2. Understanding of giving trends and tools available for parishioners
3. Proficiency with accounting software, database management, Microsoft Excel and Word
4. Solid computer skills and experience in the use of office equipment
5. Strong organizational and time management skills, including ability to multi-task
6. Good verbal, written, telephone and interpersonal skills with ability to work with a variety of people
7. Self-motivated with willingness to work under minimal direction and supervision
8. Ability to maintain confidentiality
9. Knowledge of and appreciation for the Catholic Church
10. Successful completion of a criminal background screening.

Competitive salary based upon qualifications and experience with excellent benefits package.

INFORMATION/APPLICATION CONTACT:

Please email (1) a cover letter of introduction (2) a complete and professional resume, and; (3) contact information for three references to Kim Leisinger: employment@stphilipfranklin.com.

No phone calls please.