Our Lady of the Lake
CATHOLIC CHURCH

NOW HIRING

Parish and School Bookkeeper

Our Lady of the Lake & Our Lady of the Lake Elementary School · Hendersonville, Tennessee ·

Full-time, Exempt, 40 hours/week

Do you love it when the numbers tie out to the penny? Would you like your accounting skills to serve something bigger than a bottom line? Our Lady of the Lake is looking for a detail-loving, people-friendly Bookkeeper to keep the day-to-day finances of Our Lady of the Lake & Our Lady of the Lake Elementary School accurate, timely, and transparent. Every gift, tuition payment, and invoice you touch helps a growing Catholic community carry out its mission.

Who We Are

Our Lady of the Lake exists to **Sanctify Hendersonville.** We pursue that mission humble, faithful, and zealous, and we measure our work by four strategic anchors:

Family Focused	Excellence in All We Do	A Welcoming Culture	Rooted in Prayer

We are also serious about organizational health. Our staff works from a shared rally cry and clear standard operating objectives, meets in a weekly team tactical (complete with a quick color round on how everyone is doing), and plans each year's ministry and budget together. You will always know what matters most right now, how your work moves the mission forward, and who has your back.

What You'll Do

Reporting to the Director of Finance and working closely with the School Principal, you will be the hands-on bookkeeper for both Our Lady of the Lake & Our Lady of the Lake Elementary School:

- **Keep the books.** Record weekly collections, deposits, and journal entries in Sage Intacct, and reconcile online giving, credit card, and bank activity.
- **Run accounts payable.** Code and route invoices for approval, process the weekly check run and Positive Pay upload, and keep vendor W-9s, insurance certificates, and 1099s in order.
- **Manage tuition in FACTS.** Bill tuition and fees, record payments and tuition assistance, reconcile FACTS to the ledger, and help families with account questions, kindly and discreetly.
- **Oversee the credit card program.** Review card transactions for receipts, coding, and approvals, and help staff follow policy.

- **Support the Director of Finance.** Assist with the monthly close, budget-to-actual reports for ministries and the School, budget preparation, year-end giving statements, and diocesan audits.
- **Be the friendly face of the finance office.** Serve as the day-to-day finance contact for parish and school staff, ministry leaders, families, and vendors.

What You Bring

- Three or more years of bookkeeping or accounting experience, including accounts payable and receivable; parish, school, or nonprofit experience is a plus.
- Associate's degree in accounting, business, or a related field (bachelor's preferred).
- Comfort with journal entries, reconciliations, and fund or department accounting, plus strong Excel or Google Sheets skills.
- Experience with Sage Intacct, Pushpay, Paylocity, or FACTS is a bonus, and we'll help you learn our systems.
- Integrity and discretion with confidential donor, family, and financial information.
- A fully initiated, practicing Catholic who is faithful to the teachings of the Church, and who can complete diocesan Safe Environment training and a background check.

Why You'll Love It Here

- Meaningful work: your accuracy is stewardship of what the faithful give to God.
- Variety: no two days look the same as you move between parish and school life.
- A healthy team with clear priorities, regular feedback, and real support.
- A welcoming, faith-filled workplace in beautiful Hendersonville on Old Hickory Lake.

How to Apply

Send your resume and a brief cover letter to **[Paylocity application link]**. Questions? Call the parish office at 615-824-3276.