

Job Announcement

Cathedral of the Most Sacred Heart of Jesus

Accounting Role

The Cathedral of the Most Sacred Heart of Jesus, founded in 1956, is home to the Cathedral Church and Sacred Heart Cathedral School and serves approximately 2300 registered families. The Cathedral is seeking a full-time person to work in accounting. The primary purpose of this position is to support the major responsibilities for the overall financial management of the Cathedral parish. In addition, the role includes management of the stewardship of fiscal resources in support of the mission and goals of the Cathedral and overseeing all financial and related functions of the parish, including payroll, budgeting, accounting, real estate and facilities, and contracted benefits. The Cathedral is an \$8 million non-profit organization that promotes the spiritual growth of all members of the parish community through its mission to worship, teach, and serve. Our employees enjoy a business casual work environment, opportunities for development, and a way to impact the lives of others in a positive manner.

Qualifications:

- Bachelor's degree in accounting, finance or business administration; master's degree in accounting, finance, or a master's in business administration (MBA) preferred. Certified Public Accountant or Certified Management Accountant preferred.
- Minimum ten years of progressively responsible experience for a major company or non-profit or division of a large corporation or non-profit organization.
- Experience in financial management, reporting, and analysis preferable.
- Demonstrated interpersonal and communication skills.
- Proficient with information technology.
- Demonstrated organizational and planning skills.
- Strong ability to think and act independently.
- Must be able to pass a background check successfully.

To Apply:

Please email or mail: cover letter of application, resume, and three current letters of recommendation to:

Mary Mac Wilson
Director of Parish Operations
Cathedral of the Most Sacred Heart of Jesus
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Knoxville, TN 37919
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