



Memo

Date: September 23, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Office of Finance, located in the Chancery of the Archdiocese of Atlanta, has an immediate opening for a full-time **Accounting Assistant**. The position is responsible for the following (but is not limited to): preparing and auditing invoices for proper authorization and general ledger coding; generating monthly accounts receivables statements; reconciling monthly bank statements, collecting receipts and processing payments; tracking receipts for credit card statements and following up with cardholders. A high school diploma or GED is required. Qualified candidates must have basic knowledge of accounting (debits, credits, etc.) and a strong working knowledge of Microsoft Office Software (Word, Excel and Outlook). Some working knowledge of accounting software Navigator is highly desirable. Candidates should submit a cover letter of interest (must include salary requirements) and resume to the Office of Human Resources at catholicjobs@archatl.com. **No Phone Calls Please.**

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of September 2019. Thank you.