



Memo

Date: October 28, 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 of the Archdiocese of Atlanta, has an immediate opening for an **Accounting Assistant** (position may be filled at part-time, 25 hours per week with the likelihood of going full-time) for their Shared Accounting Services (SAS). The Accounting Assistant position assists the staff accountants in performing accounting functions for various parishes, schools, and other offices and/or ministries of the Archdiocese for whom the Archdiocesan Finance Office has assumed administrative support of the financial record keeping, including bill payment services, check processing, payroll, data entry, etc. Qualified candidates will possess a high school diploma or GED and basic knowledge of accounting principles. Some college is preferred but not required. Interested individuals must be able to manage multiple tasks simultaneously, communicate effectively and be computer literate with a working knowledge of Microsoft Office Software (Word, Excel, and Outlook). Please send cover letter and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Catholic Charities Atlanta is seeking a **Veterans Peer Navigator-AmeriCorps Member** to perform case management duties for Veteran clients. The member helps veterans identify barriers to self-sufficiency and develops service plan goals/objectives for overcoming these barriers through a needs assessment process. The member also makes referrals to available VA and community resources. The position is full-time for 12 months and compensated with a bi-weekly living allowance. Applicants must be a veteran or an immediate family member of a veteran to be eligible. For questions only, contact Christie Crane

at ccrane@catholiccharitiesatlanta.org All applicants must apply online directly on the AmeriCorps site (more details about the position here): <https://my.americorps.gov/mp/listing/viewListing.do?id=83699&fromSearch=true>

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