



Memo

Date: October 16, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Life Teen, Inc. is a Catholic not-for-profit that provides camps, conferences and convention experiences for youth ministers and their teens with a primary goal to support parish based youth ministry within the Catholic Church. We are looking for a full time **Staff Accountant** with at least 3-5 years of experience. This position will support Life Teen's mission of reaching more teens through contributing to efficient operations within the finance department. Reporting to the Director of Finance, the Staff Accountant responsibilities include, but are not limited to: daily accounting functions related to producing monthly financial statements, month-end close, budgets and financial analysis; ensure compliance with all GAAP standards, internal controls and business support; and manage vendor contracts, purchase orders, accounts payable processes and employee credit card expenses. A bachelor's degree in accounting from an accredited institution is required. Sage Intacct software experience and/or CPA designation is a plus. Life Teen, Inc. offers an outstanding full benefits package. Salary will be based on experience. Please send cover letter and resume to Jeffrey Batzel at jbatzel@lifeteen.com.

St. John the Evangelist Catholic School in Valdosta, GA is looking for a **School Principal**. Requirements include a master's degree (preferably in administration); a standard elementary principal certificate/license; successful teaching experiences (at least 3 - 5 years at elementary level); catechetical leader certificate (or in process); and understanding of Catholic theology and philosophy of Catholic education. Evidence of continuing education and leadership experience preferred. The qualified candidate must be a practicing Catholic with a personal philosophy, value, and lifestyle consistent with a leadership position in a Catholic school; have the ability to work collaboratively with parish administration, faculty, staff, parents and parish organizations; maintain consistent, positive discipline, respecting each person as well as have an appreciation of cultural differences; articulate and implement a vision for the school in areas of curriculum, outreach and technology; create an atmosphere of welcome and open dialogue; and have experience with school

finance/budget requirements and government programs. A criminal background check and VIRTUS training are required for hire. Please send resume and cover letter to Michelle C. Kroll, Superintendent of the Diocese of Savannah, at mkroll@diosav.org. The application deadline is January 8, 2018.

The Catholic Center at UGA in Athens is seeking a part time **Business Manager**. This position will work Monday - Friday, 10:00 a.m.- 4:00 p.m. Candidates should have a bachelor's degree in accounting and/or five years accounting experience, be knowledgeable of the Catholic faith, have strong computer skills and be able to multi-task. Knowledge of accounting principles and practices is required. Experience with Connect Now, ParishSoft and Microsoft Office is a plus. Duties include, but are not limited to: maintain accurate financial files and records; prepare and administer budget process; act as liaison between the parish and archdiocese in financial matters; administer salaries, benefits and human resource programs; supervise parish secretary and maintenance staff; direct management of the parish office; coordinate parish liability and property insurance and workers' compensation with archdiocesan insurance program; maintain good working relationships; communicate effectively with parish community, various groups and outside authorities; attend all pastoral staff meetings and finance council meetings; consult and advise pastor on business and administrative matters that affect the parish; and supervise any major construction, improvement or repairs. If interested, send resume with salary requirements to gweigle@cyberfinancialsolutions.com. **No phone calls please.**

Catholic Construction Services, Inc. has an immediate opening for a full time **Administrative Assistant** to provide professional administrative support to project managers. This position prepares and distributes legal contracts; change orders; meeting minutes; letters; punch lists and memorandums covering all aspects of development activity, including preparing and distributing requests for qualifications and requests for proposals of new projects. Candidate must have a high school diploma (some college or technical training is preferred); be highly proficient with Microsoft Office software, especially Word, Excel and Outlook; be open to learning new software applications as needed; strong organizational skills; and excellent communication skills, verbal and written. Five to ten years of related work experience is highly desirable. Bilingual (English/Spanish) is preferred, but not required. Qualified candidates should send a cover letter (with salary requirements) and resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of October 2017. Thank you.