



Memo

Date: November 6, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Thomas the Apostle Catholic Church is seeking a full time **Accounts Payable and Human Resources Coordinator**. Qualified candidates will be proficient in Microsoft Office, especially Word, Excel and Outlook; able to quickly learn new software applications; have strong organizational and communication skills; attention to detail; able to multi-task and work independently; and have five to ten years of related work experience. Bilingual in English and Spanish is a plus. Responsibilities include, but are not limited to: complete processing of accounts payable, including coding invoices, preparing checks, maintaining supporting documentation, and preparing 1099's for vendors; posting financial transactions from weekly receipts to parish database; assisting with implementation and administration of all human resource policies, procedures and functions for parish personnel; processing new employee documents, employee changes and terminations; screening parish volunteers; processing volunteer applications and background consent forms; and coordinating parish liability, property insurance and workers' compensation. Please send cover letter (with salary requirements) and resume to Theresa Southwood at St. Thomas the Apostle Catholic Church, 4300 King Springs Rd SE, Smyrna, GA 30082 or email tsouthwood@stthomastheapostle.org.

St. Ann Catholic Church in Monroe is looking for a part time (Tuesday – Friday, 9:00 a.m.-3:00 p.m.) **Secretary** proficient in Microsoft Publisher, Word and Excel. Must have excellent computer, organizational and time management skills, and the ability to multi-task. Responsible for answering phones, greeting visitors, data entry, weekly bulletin, liturgy and facilities schedules, the monthly calendar and other duties. Information technology knowledge is helpful. Please email resume with salary requirements to blake@st-annas.com. **No phone calls please.**

St. Pius X Catholic High School, an Archdiocese of Atlanta school and the largest Catholic School in the state of Georgia, is seeking an incredible **Athletic**

Director to lead its full complement of athletic teams and manage its top-notch facilities. St. Pius X has a student body of 1,100 students and nearly two-thirds participate on a team. St. Pius X seeks a talented steward of our Catholic mission, relationships, programs and budgets. Qualified candidates must have a bachelor's degree (master's degree preferred) and a trajectory of experience for this high-level position. Please visit spx.org for more information. If you are a great fit for this extraordinary opportunity, please send a resume and cover letter to Marsha Free at mfree@spx.org by December 1, 2017. St. Pius X is an equal opportunity employer and is a drug-free environment.

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