

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: January 16, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Immaculate Heart of Mary Catholic School, a K-8 elementary school located off I-85 in Atlanta, welcomes **Teacher** applications for the 2018-2019 school year. Teaching certification is required. We offer a competitive salary, full benefits package and a family-like working environment. Please send cover letter and resume to Kellie DesOrmeaux, Principal, 2855 Briarcliff Road, Atlanta, GA 30329 or kdesormeaux@ihmschool.org.

St. Pius X Catholic Church, located in Conyers, GA, has an immediate opening for a full time **Youth Minister** to serve the children of a growing and established Life Teen & EDGE Program. Responsibilities include: programming Sunday & Wednesday nights; coordinating the Confirmation preparation program and teen bible studies; organizing and leading high school youth retreats; developing and maintaining a budget for each fiscal year; communicating with parents regarding events and activities; and providing pastoral care for teens in conjunction with the pastoral team. The qualified candidate will have a bachelor's degree in religious education or theology; youth ministry experience; and be a practicing Catholic whose actions and beliefs reflect the faith and agree with the Magisterium. Applicants must work well in community and collaborate with the parish staff. Bilingual is a plus. Salary commensurate with qualifications. Please send cover letter (with salary requirements) and resume to operations@spxconyers.com.

St. Thomas Aquinas Catholic Church, located in Alpharetta, GA, has an immediate opening for a full time **Bookkeeper**. This position is responsible for the financial bookkeeping and accounting of all parish funds, including operating capital. This includes, but is not limited to: bill payment services; coordinating check processing; importing payroll; reconciling monthly bank statements; issuing 1099 forms; monthly closings; generating financial reports; and coordinating and developing budgets with the Business Manager. With the Finance Council Chair, the Bookkeeper is responsible for closing each month's financials in a timely manner as designated by the Council; creating and distributing financial reports to the Finance Council prior to monthly reviews; and presenting highlights/year-to-date overview of financials at each meeting. Qualified candidates will have a bachelor's degree in accounting or related field;

3-5 years of accounting experience; knowledge in all areas of basic accounting; experience working with ConnectNOW/ParishSOFT (a plus), Microsoft Office programs and other spreadsheet or database software as required. Candidates must pass a background check and attend VIRTUS training. Please submit a cover letter of interest (including salary requirements) and resume to the Business Manager: mosterday@sta.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of January 2018. Thank you.