



# Memo

**Date:** September 17, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**St. Andrew Catholic Church** in Roswell, GA is seeking a part-time (up to 28 hours/week) **Bookkeeper**. This position is responsible for accounting, payroll, processing safe environment records and other general accounting/office related work on a monthly/yearly basis. This position works Monday, Wednesday and Friday. Candidates must have an accounting degree and/or related experience. Please send resumes to Laurie Johnson at [ljohnson@standrewcatholic.org](mailto:ljohnson@standrewcatholic.org).

**St. Andrew Catholic Church** in Roswell, GA is seeking a part-time (up to 20 hours/week) **Youth Faith Formation Coordinator (K-5)**. This position is responsible for recruiting, screening and overseeing catechist volunteers and working with families in the formation of children for their sacraments. Candidates must have a background in the Catholic faith, general office skills and be a practicing Catholic that desires to share their faith with our youth. Due to the nature of the job, most hours are worked during the weekend with classes on Sundays. Additional hours may be required occasionally. Please send resumes to Laurie Johnson at [ljohnson@standrewcatholic.org](mailto:ljohnson@standrewcatholic.org).

**St. Luke the Evangelist Catholic Church**, nestled at the base of the Appalachians Mountains in historic Dahlonega, GA, has an immediate opening for a part-time **Business Manager**. This position is responsible for 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 Pastor. With the Finance Council Chair, the Business Manager is also responsible for closing each month's financials in a timely manner as designated by the Finance Council; creating and distributing

financial reports to the Finance Council prior to monthly reviews; and presenting highlights and 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; and experience working with ConnectNOW (ParishSOFT a plus), Microsoft Office programs (Excel, Word and Outlook) and other spreadsheet or database software as required. Candidate must also pass a background check and attend VIRTUS training. Send resume to Fr. John Matejek, Pastor, at [jmatejek@stlukercc.org](mailto:jmatejek@stlukercc.org).

**St. George Catholic Church** in Newnan is seeking a part-time **Coordinator of Faith Formation**. This position reports to the Director of Faith Formation and is responsible for coordinating all facets of religious education for Kindergarten – Grade 5. This includes coordinating and training all volunteer catechists and aides; implementing assigned faith formation curriculum and overseeing sacramental preparation for First Holy Communion. Must be a self-starter with excellent interpersonal, communication and organizational skills; fully committed to the teachings of the Catholic Church; an active, practicing Catholic in good standing and proficient in Microsoft Office. Basic proficiency in Spanish is highly desired. If interested, please email your resume to Mer Cormier at [mcormier@stgeorgewnan.org](mailto:mcormier@stgeorgewnan.org).

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