



Memo

Date: October 15, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Pius X Catholic High School, an Atlanta archdiocesan school, has an opening for a full-time **Business Manager** beginning January 2019. Under the direction of the President, the Business Manager will be responsible for supervising human resources and payroll, student accounts, accounts payable and receipts, and bookstore personnel. This position will also maintain the financial records of the school, which includes preparing financial reports, annual budget and year-end audit preparation. Qualified candidates will have a bachelor's degree in accounting, excellent oral and written communication skills, strong knowledge of accounting principles, and be proficient with automated accounting software and Excel. CPA and a minimum of 3 years accounting/management experience in a not for profit or educational setting are preferred. Please forward your resume, including a cover letter with salary requirements, to Marsha Free at mfree@spx.org or at St. Pius X Catholic High School, 2674 Johnson Road NE, Atlanta, GA 30345. **No phone calls please.**

The Office of Finance at the Archdiocese of Atlanta has an immediate opening for a full-time **Parish System Support Specialist** that will assist parishes and schools with operating accounting software, family database software and banking products and help to resolve issues related to the software systems. Must have two years of college, or relevant training in business, finance, accounting, or other related field; three to five years of accounting or business work experience; computer literate with strong knowledge of Windows operating systems, Microsoft Office Suite, automated accounting and data management software; knowledge of ParishSOFT Accounting and ParishSOFT Family Suite software; and possess strong organizational, interpersonal, analytical and writing skills. Qualified candidates should submit a resume and cover letter (with salary requirements) to the Office of Human Resources at catholicjobs@archatl.com.

St. Pius X Catholic High School is currently seeking organized and energetic individuals to be part-time **Substitute Cafeteria Monitors**. Must be a self-starter and team player with strong interpersonal skills; flexible; comfortable working with teenagers and a set discipline system; treat students and colleagues with kindness and respect at all times; able to maintain confidentiality and represent St. Pius X Catholic High School in a professional manner. Qualified candidates will have a high school diploma and the ability to work Monday – Friday for three hours per day on a school lunch schedule. The frequency of these positions may fluctuate. Interested candidates may submit a letter of interest to Mrs. Marsha Free, Executive Assistant to Principal, at mfree@spx.org no later than Friday, October 26, 2018. **No phone calls please.**

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