



Memo

Date: August 14, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Office of Finance at the Archdiocese of Atlanta has an immediate opening for a full time **Accountant**. The Accountant assists in performing accounting functions for various schools, parishes and other offices or ministries for whom the archdiocese has assumed administrative support of financial record keeping. This includes, but is not limited to: bill payment services, check processing, bank account reconciliations, financial reporting and payroll processing. Qualified candidates must possess a bachelor's degree and one to three years of accounting experience; knowledge in all areas of accounting; strong computer skills; spreadsheets, database, and word processing software; good interpersonal and writing skills; and able to manage multiple projects simultaneously. Bilingual (English/Spanish) is a plus. Must have a valid driver's license and reliable transportation. Submit cover letter (with salary requirements) and resume to: The Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Mary Our Queen Catholic Church is looking for a part time (no more than 20 hours per week) **Bookkeeper**. The Bookkeeper will be responsible for managing and maintaining all financial records of the parish, including preparing reports, attending the quarterly finance board meeting, processing invoices, posting deposits, preparing annual contribution statements and 1099's, processing payroll, supervising the weekly offertory, and processing and maintaining databases. Desired applicants will have a bachelor's degree in accounting or a related field (or equivalent experience), excellent oral and written communication skills, strong knowledge of accounting principles, and be proficient with automated accounting software and Microsoft Office products. The Bookkeeper must have a willingness to work within the beliefs and structure of the Catholic Church. Interested candidates should submit a letter of interest (including salary requirements) and resume to Marquita Richburg at catholicjobs@archatl.com. **No phone calls please.**

St. Matthew Catholic Church in Tyrone has an immediate opening for a full time **Director of Religious Education (DRE)**. This position coordinates all facets of the department, as well as the recruitment and training of all volunteer teachers and aides; and is responsible for Kindergarten through Grade 12 faith formation and sacramental preparation for First Holy Communion and Confirmation. The DRE is also responsible for assisting with the RCIA program and adult formation programs. Candidate must be a self-starter with excellent interpersonal skills, communication, Microsoft Office and organizational skills, be fully committed to the teachings of the Catholic Church, and an active, practicing Catholic in good standing. If interested, please email resume to Father Kevin at fatherkevin@saintmatthew.us.

St. Stephen the Martyr in Lilburn, GA is seeking a part-time **EDGE Youth Minister** for middle school youth. The Youth Minister must be a self-starter, have competent communication and teamwork skills, be a practicing Roman Catholic, and willing to reflect the Christian attitude of the Church. Candidates need to have availability to work on Wednesday evenings and occasional weekends. Qualified applicants may submit cover letter and resume to busmgr@ststephenthemartyr.info. **No phone calls please.**

St. Joseph Catholic School, a National Blue Ribbon School of Excellence, is accepting applications for a certified **Spanish Teacher** for the 2017-2018 school year. This position is a part-time position and offers a competitive salary. If you are interested in teaching in a faith-based community setting, please send a cover letter and your resume to: St. Joseph Catholic School, Attention Dr. Patricia Allen at 81 Lacy Street, Marietta, GA, 30060. You may also email your information to pallen@stjosephschool.org.

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