



Memo

Date: July 19, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Finance Office for **the Archdiocese of Atlanta** has an immediate opening for a full-time **staff accountant**. Under the direction of the Controller, some of the duties and responsibilities of the Staff Accountant include (but not limited to): gathering and posting all necessary monthly activity into designated entity's general ledger; timely preparation and distribution of financial statements; maintaining and filing monthly detailed records of activity generated; reconciliation and analysis of all balance sheet account on a monthly basis; assist in the preparation of the annual operating budget as needed by department heads. Qualified candidates will possess a bachelor's degree in accounting; two to five years of accounting experience; knowledge of GAAP; proficient in Microsoft Software (Excel, Word and Outlook); knowledge of automated accounting systems is desirable. Must have the ability to multitask. Interested and qualified candidates should submit a cover letter (with salary requirements) and resume to catholicjobs@archatl.com. **No phone calls, please.**

St. Benedict Catholic Church is seeking a part-time **parish communications coordinator**. The Communications Coordinator is responsible for producing and maintaining all parish print and electronic communications, including the bulletin, website and social media. Applicants should be practicing Catholics with strong organizational skills. A degree in communications preferred. Send cover letter and resume to kmastrangelo@stbenedict.net.

The Archdiocese of Atlanta seeks to hire a full-time, resident bi-lingual (English/Spanish) **canonist** to serve as **judge** in causes of matrimonial nullity in its Metropolitan Tribunal. Responsibilities include all tasks and duties consigned to the praeses or ponens in canon law. This individual will also

assist with projects touching on other aspects of canon law on an as needed basis. The qualified candidate must be a Catholic in good standing and full communion with the Catholic Church, enjoy a blameless reputation and hold at least a licentiate in canon law. The candidate must have at least three years of experience in tribunal ministry either as a judge or as a defender of the bond. He or she must possess a thorough knowledge of all relevant procedural norms as well as the most current canonical jurisprudence. Strong interpersonal skills and the ability to work collaboratively with a large staff are essential. The ability to read and write in both English and Spanish is required. Qualified candidates should submit a cover letter and resume to Rev. Daniel Ketter, Judicial Vicar, at dketter@archatl.com. **No phone calls, please.**

Saint Jude the Apostle Catholic School is seeking part-time with the possibility of a full-time **learning specialist/academic support teacher** for the 2021-2022 school year, preferably with strong middle school background. Candidates should have experience with providing academic and organizational support to students, be well versed in the impact of learning differences on the academic success of students and have the ability to work successfully with students with a variety of learning differences. Bachelor's degree with certification in the field of special education required, master's degree preferred. Saint Jude School is approved as a drug-free workplace environment. Send letter and resume to pchilds@saintjude.net.

Saint Jude the Apostle Catholic School is accepting applications for a middle school **literature-language arts teacher** for the 2021-2022 school year. This position is part-time with the possibility of a full-time. Qualified candidates must have a bachelor's degree in English or middle grades English/language arts with current teacher certification. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. Saint Jude School offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send resume via email to pchilds@saintjude.net.

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