



# Memo

**Date:** October 5, 2020  
**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. Benedict Catholic Church** is seeking an **accounting assistant**. This is a part-time position, requiring 24-28 hours a week. This position will assist the Business Manager with accounts payable, reconciliations, database administration, monitoring supply inventory and other functions as required. Must have the ability to maintain confidentiality. Candidate must have a high school diploma and preferably 5 years accounts payable/accounting experience, as well as a strong working knowledge of Microsoft Office. Reference letters are required. Interested candidates should submit a cover letter and resume to Kit Mastrangelo at [kmastrangelo@stbenedict.net](mailto:kmastrangelo@stbenedict.net) or mail to 11045 Parsons Road, Johns Creek, GA. **No phone calls please.**

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