



Memo

Date: August 4, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, chief human resources officer, Office of Human Resources

Re: Position vacancies

St. Michael the Archangel Catholic Church is seeking a full-time **financial administrator** to provide comprehensive administrative, operational and often financial support to the pastor. This position is solely accountable for processing and paying all invoices, payroll and bills promptly, assisting the pastor in preparation and development of the annual parish budget and preparing and presenting comprehensive quarterly financial reports to the finance committee. The financial administrator also prepares weekly deposits with accurate and proper documentation, reconciles all church bank accounts regularly, manages parishioner contributions including record-keeping and acknowledgement letters; and ensuring compliance with all diocesan financial policies and procedures. The ideal candidate is highly organized, proactive and compassionate with a strong sense of service to the church community. To apply, email resume to Fr. Larry Niese at lniese@saintmichaelcc.org.

The Office of Finance for the Archdiocese of Atlanta has an immediate need for a part-time **internal auditor**. Compensated on a “per project” basis and performing work independently, they are classified as independent contractors. This position evaluates the controls against established diocesan financial policies, procedures, practices and relevant state and federal laws; performs standardized testing of various areas, such as governance, banking, cash receipts, disbursements and payroll; observes the weekly offertory count process and accesses the status of IT controls using audit program provided; prepares reports on findings and make recommendations to strengthen internal controls and compliance; evaluates actions taken after final report is issued; and leads audit follow-up meetings. Qualified candidates have a bachelor’s degree in accounting, finance or a related field; minimum three years of experience in accounting and auditing or related field; excellent communication, relationship and writing skills. Spanish language fluency and a CPA or MBA are preferred. To apply, submit a contractor/candidate profile or

resume to: Chancery Office of Human Resources; catholicjobs@archatl.com. **No phone calls, please.**

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