



MECKLENBURG AREA CATHOLIC SCHOOLS

SEEKS APPLICANTS FOR

MACS Business Office Assistant

POSITION	MACS Business Office Assistant
POSITION TO BEGIN	Immediately
TERMS	Full-time
QUALIFICATIONS	An Associate or Bachelor's degree in Business, Finance, Accounting or related area is preferred. Experience working in an office environment and with customers is desired. Excellent and prompt professional communication skills required. Accuracy and attention to detail is of primary importance. Must be a fast learner, detail oriented, and proficient in basic Office computer programs (email, Word, Excel).
APPLICATION	Click here to download an application
ADDITIONAL INFORMATION	<p>Mecklenburg Area Catholic Schools (MACS) is a centralized system of nine Charlotte area Catholic Schools.</p> <p>The MACS Business Office Assistant assists the Director of School Operations in a variety of tasks and projects including creation/monitoring of business operational spreadsheets, parent and organizational communications, tuition accounts, budgeting, etc. Works within the SchoolAdmin and FACTS Student Billing systems to help manage student accounts. Prepares annual registrations, provides quality assurance checks, prepares rosters and works with government scholarship/funding agencies. Provides assistance as needed withing the MACS Business Office functions.</p>
APPLICATION & RESUME SENT TO:	<p>Please send RESUME and Application to:</p> <p>Dr. Gregory Monroe Diocese of Charlotte Catholic Schools 1123 South Church Street Charlotte, North Carolina 28203 c/o Theresa Ramirez: TRamirez@charlottediocese.org</p>