



**MECKLENBURG AREA CATHOLIC SCHOOLS SEEKS  
APPLICANTS FOR  
Coordinator of MACS Billing & Student Accounts**

<b>POSITION</b>	Coordinator of MACS Billing & Student Accounts
<b>POSITION TO BEGIN</b>	Immediately
<b>TERMS</b>	Full-time
<b>QUALIFICATIONS</b>	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, proficient in basic Office computer programs (email, Word, Excel) is needed.
<b>APPLICATION</b>	<a href="#">Click here</a> to download an application
<b>ADDITIONAL INFORMATION</b>	<p><b><i>Mecklenburg Area Catholic Schools (MACS) is a centralized system of nine Charlotte area Catholic Schools.</i></b></p> <p>The Coordinator of MACS Billing &amp; Student Accounts is the primary point of contact for parents regarding their Student Billing accounts. This position works closely with the MACS Student Billing Accountant to ensure accurate monthly billing. The Coordinator also 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. Prepares annual registrations, provides quality assurance checks, prepares rosters and works with government scholarship/funding agencies. Experience with SchoolAdmin, FACTS or other school student billing software would be ideal but is not required.</p> <p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>• Work with a team, including accountants and administrative staff, to build excellence and ensure high standards of quality and service to our stakeholders</li> <li>• Contribute to the efficient and effective daily operations of the MACS Business Office, including timely response to parent and corporate communications, maintaining up-to-date online systems and accurate information</li> <li>• Responsible for financial and billing activities for MACS parent accounts</li> <li>• Coordinate and contribute response to organizational, state and federal programs (tuition, scholarship, funding)</li> <li>• Cultivate positive collaborative relationships with stakeholders including parents, schools, team-members, and diocesan leadership.</li> </ul>
<b>APPLICATION &amp; RESUME SENT TO:</b>	<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</p> <p>c/o Theresa Ramirez: <a href="mailto:TRamirez@charlottediocese.org">TRamirez@charlottediocese.org</a></p>