

**Diocese of Charlotte Catholic Schools
Seeks Applicants for Coordinator of Student Accounts &
Billing**

Position	Coordinator of Student Accounts & Billing
Position to Begin	Immediately
Terms	Fulltime
Qualifications	College degree in business or related field preferred; 3-5 years work experience. Computer proficient.
Application	Click here to download an application that can be filled out online and then submitted
Application & Resume sent to	Mary Stagmaier Catholic Schools Office 1123 S. Church Street Charlotte, NC 28203
Additional Information	<p>Works with the MACS Business Office staff to coordinate tasks related to student billing, including preparing reports, statements and letters. Maintains spreadsheet with updated data. Prepares rosters for schools. Office administrative duties as necessary.</p> <p>Business and customer service experience needed; Must be computer literate in Microsoft Word and Excel and be able to master the software used for student accounts and billing, Excellent telephone manner and professional demeanor; possess the ability to interact with families as well as school personnel. Must be detail oriented and accurate in all tasks. Must be highly organized and able to multi-task.</p>