



**MECKLENBURG AREA CATHOLIC SCHOOLS**

**SEEKS APPLICANTS FOR**

**DIRECTOR OF BUSINESS OPERATIONS**

<b>POSITION</b>	Director of Business Operations
<b>POSITION TO BEGIN</b>	Immediately
<b>TERMS</b>	Full-time
<b>QUALIFICATIONS</b>	Master’s in Business Administration or Finance-related degree or equivalent experience required. Accounting, budgetary and supervisory experience preferred (preferably in an educational setting). Knowledge and experience working with various educational financial software (SchoolAdmin, FACTS, Blackbaud) and high proficiency in MS Excel and other office productivity programs desired. Excellent communication skills required.
<b>APPLICATION</b>	<a href="#">Click here</a> to download an application
<b>ADDITIONAL INFORMATION</b>	<p>Mecklenburg Area Catholic Schools (MACS) is a centralized system of nine Charlotte area Catholic Schools.</p> <p>The Director of Business Operations manages the MACS Business Office staff and is responsible for ensuring accurate and timely financial accounting for student and program billing accounts and tuition management. This position is responsible for financial and administrative activities including accounting, budgeting, compliance and analysis.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> <li>• Supervise direct reports including the MACS Student Billing Accountant, Coordinator of Student Accounts &amp; Billing and Administrative Assistant staff positions</li> <li>• Develop annual budgets for nine MACS schools and its programs, monitor and analyze financial statements, provide reports and projections</li> <li>• Manage and coordinate enrollment and billing activities for MACS including internal controls, policy, procedures and compliance</li> <li>• Review and approve Accounts Payable</li> <li>• Manage MACS, state and federal programs (tuition, scholarship, funding)</li> <li>• Other duties as required</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          c/o Theresa Ramirez: <a href="mailto:TRamirez@charlottediocese.org">TRamirez@charlottediocese.org</a></p>