



MCDONELL AREA CATHOLIC SCHOOLS

Est. 1882

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Date: May 2025

Position: Administrative Bookkeeper

Description: McDonnell Area Catholic Schools (MACS), a unified Catholic school system, is seeking a full-time Administrative Bookkeeper. In cooperation with the school system's Controller & Facility Manager, the Business Manager staff, and stakeholders, the Administrative Bookkeeper is responsible for maintaining financial records, handling accounts payable and receivable, and providing general administrative support. The ideal candidate has a strong understanding of account principals, excellent organizations skills, and the ability to multitask in a dynamic environment.

Qualifications:

- Accounting degree and/or successful prior work experience in bookkeeping and accounting (2+ years preferred).
- Familiarity with the principles of non-profit and/or small business financial management
- Ability to communicate accurate account information to administration, staff, and stakeholders
- Strong computer skills and ability to learn all software programs necessary to position
- Demonstrates oral and written communication skills.
- Practicing Catholic preferred
- Commitment to Catholic schools and the mission and vision of McDonnell Area Catholic Schools

Compensation: Salary commensurate with credentials and experience.

Start Date: May-June 2025

Interested candidates should apply our [Employment Opportunity website](http://WWW.MACS.K12.WI.US), or send a letter of application to hr@macs.k12.wi.us

MACS Mission: We are committed to the formation of community, academic excellence and the spiritual and physical well-being of each student in the spirit of Jesus Christ.

MACS Core Values: Faith, Academic Excellence, Community, Honor, Healthy Living, Servant Leadership

McDonnell Area Catholic Schools strives to meet the call for faithful Catholic schools according to the values of Pope St. John Paul II's *Ex corde ecclesiae*, promoting Catholic education which imparts "the whole truth about man, God, and nature" and prepares students "for active participation in the life of the Church." The training of students is tied to their identity as children of God and witnesses to Christ. MACS is "a living institutional witness to Christ and his message."

*We are continually accepting resumes even when an opening does not currently exist. If you are committed to the same values as our school system and are interested in submitting your credentials please do so at any time by filling out an application and submitting your resume on the McDonell Area Catholic Schools Employment Opportunity page, or sending your credentials to hr@macs.k12.wi.us