



MCDONELL AREA CATHOLIC SCHOOLS

Est. 1882

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Start date: October 2, 2023

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.”

Position: Business Manager

Location: Notre Dame Middle School/McDonnell High School

Description: The Business Manager - Accounting oversees the McDonnell Area Catholic Schools (MACS) programs, to ensure adequate and suitable financial resources to complete its activities. They are responsible for many accounting-related tasks, including as the record keeper of system-wide fiscal resources. In cooperation with the Controller; the Business Manager is responsible for keeping the Financial Committee, Central Office, and the Dean apprised of the fiscal status of the organization.

Qualifications:

- Accounting degree and/or successful prior work experience in bookkeeping and accounting
- 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
- Excellent interpersonal and written communication skills
- Commitment to the mission and vision of MACS

Interested candidates must submit an application that addresses their qualifications related to the position description, which can be found at:

<http://www.mcdonellareacatholicschools.org/about/opportunity.cfm>.