

# St. Marcus Ministries

<b>Position</b>	Food Service Director/ Finance Assistant
<b>Job Type</b>	Full-time, hourly, support position located in the Business office
<b>Reports to</b>	Controller
<b>Position Objective</b>	St. Marcus School employees strive to live and breathe its mission, vision, and core values. The major roles of the Food Service Director/ Finance Assistant are to make sure the food service program meets all government requirements, monthly food service billing, aftercare billing, collections, and updating Procure database.
<b>Responsibilities</b>	Responsibilities include but are not limited to: <ul style="list-style-type: none"><li>• Director of our Food Service program</li><li>• Assistant to our Enrollment Coordinator</li><li>• Counting weekly offering</li><li>• Weekly aftercare billing during school year</li><li>• Updating Procure database each school year</li><li>• Collecting past due receivables</li><li>• Assist Accounts Payable as needed</li><li>• Customer service to parents and students</li><li>• Help with February open enrollment</li><li>• Other duties as assigned</li></ul>
<b>Qualifications</b>	The ideal candidate is highly organized, detail- and task-oriented, and is excellent at long-range planning. They have strong professional communication skills, in person, on the phone, and in writing. A collaborative spirit with excellent teamwork skills are a must along with the ability to problem solve challenging situations. Candidates must be able to work independently, multi-task in a fast-paced environment, and have strong database knowledge (Procure, ME, and Skyward preferred). They should have considerable knowledge of Microsoft Office & Google products and processes (i.e. Word, Excel, Office, Google Sheets). The flexibility to work overtime in February and March or as needed is essential. Finally, experience in a school environment is a plus and a bachelor's degree in accounting, finance, or business is preferred.

**Application Process** Interested applicants should submit a completed St. Marcus Application for Employment along with a resume and references to [sandy.obrien@stmarcus.org](mailto:sandy.obrien@stmarcus.org) or drop it off in person at St. Marcus, 2215 N. Palmer Street, Milwaukee, WI 53212 in any one of the school offices.  
Questions? Please email [sandy.obrien@stmarcus.org](mailto:sandy.obrien@stmarcus.org).

<p><b>Core Values</b> Christ First Sacrificial Love Biblical Discipleship Radical Expectations</p>	<p><b>Mission Statement</b> To disciple children for Christ now and for all eternity and to train them in excellence for their roles in their family, church, community, workplace and country.</p>
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