



ST MARCUS

Controller

TEAM: Finance

REPORTS TO: Director of St. Marcus Operations

SUPERVISES: Financial Assistants

KEY WORKING RELATIONSHIPS IN ADDITION TO SUPERVISOR: Business Office, Executive Director, Superintendent, and Lead Pastor

JOB TYPE/ FLSA: Year Round / Salaried / Exempt

HOURS: 8:00 am 5:00pm; evenings and weekends as needed

OUR MISSION: St. Marcus has heart for God and Milwaukee and has sought to share Christ with the community for 149 years. As part of the vision to reach the world for Christ, St. Marcus operates a school with three campuses. Our school's vision is to be the best, urban Christian school in America. Through expansion, partnership and collaboration, St. Marcus is boldly committed to pursuing opportunities to serve as a catalyst for school reform and community-wide transformation. Working to ensure that every family has access to high-quality education in the city of Milwaukee.

POSITION SUMMARY: We are seeking a highly skilled and experienced Controller to join our team. As the Controller, you will be responsible for overseeing all financial activities of the organization ensuring compliance with accounting principles and regulations. This is a key leadership role that requires strong analytical skills, attention to detail, and the ability to effectively communicate financial information to stakeholders.

QUALIFICATIONS:

- Alignment with St. Marcus Core Values - Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
 - Model a Christ-like example both in and out of the workplace representing our Savior and reflecting His love
 - Be disciplined with personal Bible study, faculty Bible study, and active membership in church
 - Understand and support the mission of the church and school, experience and or understanding of the WELS denomination beneficial
 - Bachelor's degree in Accounting required
 - Minimum of 10 years of relevant experience, preferably in fund accounting
 - Certified Public Accountant or Certified Management Accountant required, or MBA with willingness to get CPA
 - Required criminal history background check, and proof of U.S. citizenship or legal resident alien status
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SUPERVISORY RESPONSIBILITIES:

- Oversees the operations of the Accounting Department, which include accounts payable, accounts receivable, bank reconciliations, general ledger entries, and parent billing
- Identifies and oversees training needs

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk
- Manage day-to-day accounting activities, including recording financial transactions and ensuring the accuracy of accounts
- Learn and then lead the month-end close process for the organization, ensuring all the accounts are reconciled and financial statements are prepared in a timely manner
- Oversees the production of monthly financial reports for the church and school; ensures that the reported results comply with generally accepted accounting principles

- Prepares monthly financial statements for all departments with analysis
- Recommends benchmarks that will be used to measure the organization's performance
- Produces the annual budget and forecasts; reports significant budget differences to councils and the executive board
- Works with external auditors and provides needed information and workpapers for the annual audit
- Ensures compliance with local, state, and federal government requirements
- Performs other related duties as necessary or assigned; including but not limited to the Wisconsin Department of Instruction

POSITION COMPETENCIES:

- Ability to work independently (self-starter) and collaboratively
- Strong mathematical and accounting acuity
- Proficient in standard bookkeeping practices, and GAAP accounting
- Excellent organizational and time management skills
- Strong attention to detail
- Excellent grasp of both Google Suite and Microsoft Excel
- Strong attention to detail and accuracy
- Excellent customer service ability
- Excellent verbal and written communication skills
- Desire to work in a small company and willingness to assist and support various departments
- Ability to self-teach when needed

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

PHYSICAL and MENTAL DEMANDS:

The work environment characteristics described here are not listed in order of importance and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their duties and responsibilities. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent requirements to remain at the workstation for long periods of time
- Frequent requirements to move about the work environment
- Constant requirements to operate a computer and other office productivity equipment
- Constant requirements to effectively communicate via a variety of channels (e.g., in person, electronically, written, etc.)
- Frequent requirements to move various supplies and/or equipment up to a maximum of 50 pounds.

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT:

- Work is performed in an office setting situated inside a school
 - Occasional exposure to blood, bodily fluids, and tissue (in a school environment)
 - Occasional exposure to other infectious or communicable diseases inherent to the care of children
 - Occasional exposure to loud or unpleasant voices due to unpredictable behavior of children
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BENEFITS:

St. Marcus offers health, vision, prescription, and retirement benefits to all employees who work 20 hours or more per week for 5 months or more in the year.

- Health plan that includes medical, vision, and prescription drug coverage. For Full-Time/Year Round/Salaried positions, 100% of premiums are paid by St. Marcus.

- Long-term disability coverage
- Group term life coverage (100% responsibility of employee)
- Dental (100% responsibility of employee)
- Health Reimbursement Account (when enrolled in the Health Plan)
- 403b Retirement Plan with up to 2% matching, no vesting required, and deductions are pre-tax
- Free Before and Aftercare for school aged children
- Reduced tuition for children of staff
- Tuition reimbursement for relevant & approved classes
- 4-5 Weeks PTO
- 10 Paid holidays
- Annual professional development allocation and professional memberships
- Mentorship opportunities
- Opportunity to work in an organization with a standard of excellence, a growth mentality, and a supportive, collaborative, team-focused environment

SALARY:

Salary commensurate with experience, range \$70,000 - 80,000.

TO APPLY:

Please send resume and cover letter to jobs@stmarcus.org. St. Marcus is committed to a diverse and inclusive workplace as we hire excellent people from a variety of backgrounds.