



Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.356.6003 • www.rrcs.org

Sam Gifford, Executive Director of Human Resources and Support Services

POSITION OPEN - 1.0 F.T.E.

FINANCE SPECIALIST – TREASURER’S OFFICE

- Position Available: Immediately
- Hours: 8:00 a.m. – 5:00 p.m.
- Responsibilities: Serve as Finance Specialist in the Office of the Treasurer/CFO
- Pay Range: \$16.85-- \$22.55 per hour
- Qualifications: Outstanding secretarial, accounting and finance skills including: confidentiality; demonstrated professional verbal communication skills and excellent written communication skills; ability to follow complex directions; strong word processing, excel spreadsheet and database skills required; working knowledge of accepted purchasing and budgeting procedures, accounts payable and receivable, governmental accounting and reporting and payroll systems and procedures (experience with USAS and USPS preferred); ability to use website content management systems effectively; willingness and ability to cross-train into other functional areas of the Treasurer’s Office, including State of Ohio EMIS reporting; Associate’s Degree in accounting or other business field and/or equivalent work experience and training preferred.

Letters of interest and resumes are now being accepted for the above position. Interested persons should respond, in writing to the Office of Support Services **AS SOON AS POSSIBLE**.

An equal opportunity employer.

1/22/18

Posted: Board of Education Office
Rocky River High School
Rocky River Middle School
Kensington Intermediate School
Goldwood Primary School
Facilities Operations
Office of Transportation

Rocky River Schools...

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