



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.

Applications are now being accepted for the above position. Interested persons should apply on-line **AS SOON AS POSSIBLE**.

CURRENT REGULAR EMPLOYEES/CURRENT OCCASIONAL EMPLOYEES: Submit a letter of interest to the Office of Support Services.

OUTSIDE CANDIDATES: Apply on-line at: www.generalasp.com/rockyriver/onlineapp

An equal opportunity employer.

SG/cc
1/18

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