



# Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

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**Sam Gifford, Executive Director of Human Resources and Support Services**

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## **POSITION OPEN (0.50 - 1.0 FTE)** **FINANCE SPECIALIST: TREASURER'S OFFICE**

Position Available: September 13, 2021

Pay Range: Starting Rate of Pay \$18.24 - \$24.41 per hour; Based on Experience

Responsibilities: Serve as Finance Specialist in the Office of the Treasurer

Qualifications: Outstanding secretarial 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, governmental accounting and reporting and payroll systems and procedures (experience with USAS and USPS preferred); employee benefits knowledge and experience, including group insurance plans, COBRA, Section 125, etc.; ability to use website content management system 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 related 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](http://www.generalasp.com/rockyriver/onlineapp) or through our website [www.rrcs.org](http://www.rrcs.org)**

The Rocky River City School District believes that education empowers, inspires, and encourages lifelong learners to thrive within our changing global society. To practice these values, we commit to recruiting and retaining a diverse staff. Our dedication to honoring and valuing our employees' and applicants' unique experiences, perspectives, and identities make our schools strong. We strive to foster and preserve an equitable, inclusive, and welcoming working and learning environment for all.

An equal opportunity employer.

Note: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Rocky River City School District, Office of Human Resources at 440-356-6000.

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...

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students