Office of the Treasurer
Rocky River City School District
1101 Morewood Parkway • Rocky River • Ohio 44116
440.356.6015 • markus.greg@rrcs.org • www.rrcs.org
Greg R. Markus, CPA, CGMA • Treasurer / CFO

POSITION OPEN - 1.0 FTE PREFERRED; PART-TIME WILL BE CONSIDERED

FINANCE SPECIALIST – ACCOUNTS PAYABLE: TREASURER'S OFFICE

Position Available:	Immediately
Pay Range:	$24.64 - $32.98 per hour; Based on skill and experience
Responsibilities:	Serve as Finance Specialist in the Office of the Treasurer to help carry out efficient and effective operations of the finance function
Qualifications:	Outstanding administrative 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/google drive 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); 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 online **AS SOON AS POSSIBLE.**

Current regular employees/current occasional employees: Submit a letter of interest to the Office of Support Services.

Outside Candidates: Apply online at: www.generalasp.com/rockyriver/onlineapp
or through our website 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.

GM/tc
9/1/2026

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