

Rose Management Group has an opening for an Assistant to the Chief Financial Officer. Rose Management Group serves alternative charter high schools and is in their 23rd year of serving our students and communities.

This is a full-time position that works Monday – Friday, 8:00 am-4:30 pm.

Rose Benefits:

- Employer pays a portion of the single health care coverage
- \$15,000 Life Insurance paid solely by Rose
- Voluntary Life, Short- and Long-Term Disability insurances
- Dental insurance
- Vision insurance
- AFLAC
- Pet Insurance available

The ideal candidate is experienced in bookkeeping practices, detail oriented and able to:

- Follow accounting practices and expected timelines.
- Process accounts payable
- Data entry and review of invoices for accuracy
- Coordinate with departments or vendors
- Assist in gathering and compiling data for school budgets and annual financial reports.
- Maintenance and reporting of unclaimed funds, fixed assets, sales tax, and business property taxes.
- Prepare various reports and retrieves records for department heads and external auditors, as needed.
- Maintain accounting records.
- Perform related duties as assigned.

Candidate must be:

- Proficient in computer programs such as Quickbooks, Microsoft Excel, Word and Outlook.
- Able to maintain confidentiality.
- Able to do detailed mathematical computations.
- Able to produce accurate work and complete assignments with minimal supervision.
- Able to solve practical problems and deal with a variety of situations.

Minimum requirements:

- Bachelor's degree or higher in applicable area
- Five years or more experience working in accounting position.
- Obtain and maintain an Arizona IVP Fingerprint Clearance Card.
- Excellent customer service, organizational and time management skills.

Visit us at our website, www.go2rose.com

Rose is an Equal Opportunity Employer.