

Rose Management Group has an opening for a full-time Accounting Clerk. 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 hourly position. The schedule is Monday – Friday, 8:00am-4:30pm.

Rose Benefits:

- Employer pays a monthly 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
- Input bills into accounting software.
- Review invoices for: authorization of payment; accuracy of vendor calculations and taxes, and total for merchandise and/or services.
- Contact departments or vendors for verification that goods have been or will be received.
- 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.
- Filing of accounting records.
- Perform related duties as assigned.

Candidate must be:

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

Minimum requirements:

- High School Diploma required
- Accounting experience
- 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.