

We are ROSE!

The Rose Academies are public charter schools the Tucson community has trusted for over 20 years. We provide an alternative education setting in order to meet the unique demands of our students.

Students at the R.O.S.E.® Academies are part of a unique learning community that fosters growth in the academics so students will have the skills necessary for post-secondary success. Our curriculum includes how to learn strategies and techniques giving students control of their educational future.

Job Summary

The ROSE Team is looking for an Accounting Clerk.

Location

3686 W. Orange Grove Rd. Ste. 180

Hours

Monday – Friday, 8:00am-4:30pm

Essential Job Functions

- 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.

Education Requirements

- Bachelor's Degree in applicable area or have equivalent experience
- IVP Fingerprint Clearance Card

Experience Requirements

- 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.

Benefits Package

- Employer pays \$286.00 a month towards your single healthcare coverage
- Dental insurance
- Vision Insurance

- \$15,000.00 Life Insurance paid solely by Rose
- AFLAC
- Pet Insurance
- Long-Term Disability

Visit our website at go2rose.com

ROSE is an equal opportunity employer, committed to the strength of a diverse workplace.