

RIVER FOREST COMMUNITY SCHOOL CORPORATION
3250 MICHIGAN STREET
HOBART, IN 46342
(219) 962-2909 Fax: (219) 962-4951
www.rfcsc.k12.in.us

NOTICE OF VACANCY
PLEASE POST

Temporary Office Clerk

Position Summary:

The Temporary Office Clerk will assist in a variety of functions required of the business office.

Duties:

1. Assist with Accounts Payable duties for weekly and monthly billing
2. File records
3. Assist with gathering records for audit
4. Assist with limited payroll processing duties
5. Other duties as assigned by the CFO
6. The employee must occasionally lift and/or move up to 25 pounds

Experience: A minimum of 1 year experience in bookkeeping preferred. Knowledge of fund accounting is preferred.

The River Forest Business Office is dedicated to provide quality service and support to all of our employees; therefore, the qualified candidate will possess the following skills and abilities:

- Proficiency with computerized accounting systems.
- May occasionally lift and/or move up to 25 pounds
- Be proficient in Microsoft Excel and Google Sheets
- Have strong computer skills in a Windows-based software environment

Persons interested in applying for this position should submit an application at www.rfcsc.k12.in.us and direct questions to Samantha Berrier sberrier@rfcsc.k12.in.us.

Posted: 10/24/2023

Closing Date: Until filled

The River Forest Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity