

RICHLAND COUNTY CHILDREN SERVICES

731 Scholl Road Mansfield, OH 44907



Leading our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.

Job Posting: FINANCE SPECIALIST

Date Posted: November 19, 2025 through December 3, 2025

Employees follow the internal transfer request process

Availability: Starting date to be determined by RCCS and successful candidate.

Rate: Pay Range 7 on RCCS Pay Range Assignment - \$22.05- \$32.87, dependent on experience. We offer excellent health benefits; generous leave package, including vacation, 14 paid holidays, 15 days sick leave and 3 personal days annually; OPERS Retirement; Agency vehicles; Longevity pay increases and other benefits.

Essential Functions:

- The ability to define problems, collect data, establish facts and draw valid conclusions.
 - The ability to interpret and apply laws, regulations and policies.
 - The ability to prepare analytical reports while utilizing various computer applications and software.
 - The ability to organize, prioritize and coordinate multiple tasks.
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Educational and Licensure Requirements

- Bachelor's Degree in Business/Finance or Related Field;
 Master's Degree in Human Services Related Field;
 Valid License: State of Ohio Social Worker (LSW) State of Ohio Independent Social Worker (LISW)
 State of Ohio Independent Social Worker Supervisors (LISW-S) Other:

Preferred:

- Master's Degree in Social Work
 Valid License: State of Ohio Social Worker (LSW), or; State of Ohio Independent Social Worker (LISW), or; State of Ohio Independent Social Worker Supervisors (LISW-S) Other:

Work Hours: Monday-Friday, 8:00 AM to 4:00 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

PLEASE SUBMIT THE FOLLOWING TO THE HUMAN RESOURCES MANAGER:

- **Resume**
- **Letter of Interest**
- **Request for Transfer Form**

RCCS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.