

Assistant Business Manager - Accounts Payable

Earle School District

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Earle, Arkansas

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Job Details

Job ID: 4143392

Application Deadline: Posted until filled

Posted: Today

Starting Date: Jul 1, 2023

Job Description

Position Type: Full-time

Positions Available: 1

Job Categories:

Support Staff > Accounting/Bookkeeping

Job Requirements

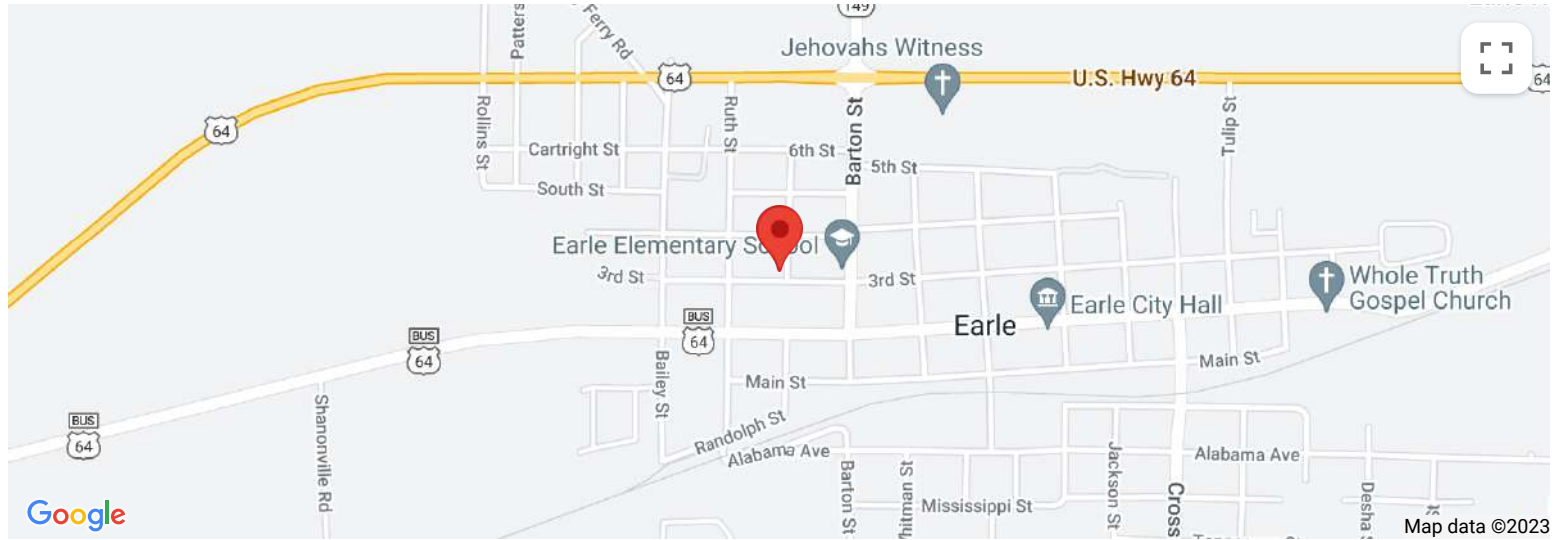
- **QUALIFICATIONS:** 1.Associate degree preferred 2.Experience working in a school setting preferred 3.Strong computer skills, with proficiency in Microsoft Office & Google Suite 4.Able to operate personal computer, laptop computer, peripheral computer equipment, photocopier, fax machine, and other office equipment with a high degree of skill. 5.Use a 10-key calculator and be highly accurate with numbers 6.Highly motivated with strong organizational skills; able to coordinate multiple tasks simultaneously 7.Self-starter; able to work independently 8.Strong telephone and interpersonal communication skills **ESSENTIAL JOB FUNCTIONS:** 1. Maintain calendar of monthly due dates for recurring invoices 2. Pay all invoices on time 3. Some coding may be required 4. Receive and process for payment all accounts payable debt requests, invoices, requisitions, purchase orders 5. File documentation 6. Keep district staff and vendors up to date on all orders and payment 7. Prepare all required annual reports **OTHER JOB FUNCTIONS:** 1.Maintain confidentiality 2.Attend meetings and training as directed 3.Present and communicate in a professional manner 5.Other duties as assigned by supervisor To access the district salary schedule please go to this link: <http://www.earle.crsc.k12.ar.us/EARLE%202022-23%20CLASSIFIED%20SALARY%20SCHEDULE%20-%20CLERICAL-1.pdf> A successful completion of pre-employment background check is required Applicants must submit a resume to the contact below and complete a classified application using the link provided. **EQUAL OPPORTUNITY EMPLOYER** Earle School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.
- At least year(s) of relevant experience preferred.
- Associate degree preferred.
- Citizenship, residency or work visa required

Contact Information

Kia Alston
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Email :[click here](#)

Map

[Open in Google Maps](#)



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