

**Armored School District**  
**Job Description**  
**District Office - Administrative Assistant/Accounts Payable**

Title: Administrative Assistant – Accounts Payable  
Qualifications: 1. High school diploma or equivalent/associate's degree preferred  
2. Computer skills  
3. Other qualifications as the Board may find appropriate and acceptable  
Reports To: Superintendent of Education  
Job Goal: To assist supervisors with daily operations so that he/she may devote maximum attention to the educational goals and objectives

General Duties

- Maintains accounts payable to include accurate coding
- Performs the usual and various office routines and practices associated with a productive, efficiently operated office
- Assists other administrative assistants in the district as needed
- Obtains, gathers, and organizes pertinent data as needed and puts data into a usable form
- Receives and directs calls to the appropriate personnel
- Orders and maintains supplies as needed
- Maintains up-to-date District Web page with all state-required information as well as local information

Administrative Duties

- Receives and deposits funds for activity accounts
- Receives and deposits district accounts as assigned
- Completes and submits all cycle reports to the Arkansas Department of Education
- Serves as recorder for school board meetings (stipend)
- Manages scholarship funds
- Assists with internal controls for financial accounting purposes

Correspondence

- Assists and prepares district, state, and/or federal reports as required
- Maintains a filing system and processes correspondence as directed
- Receives and directs phone calls as necessary
- Prepares and distributes correspondence as directed to students, parents/guardians, and district personnel
- Performs any other task as designated by the Superintendent

Terms of Employment: Salary and work year will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.