

<b>Position Type: At Will</b>	<b>Department: Staff</b>
<b>Position: Administrative Assistant</b>	<b>Reports to: Administrator / Superintendent</b>
<b>Salary Range: \$12.00 - \$15.00 per hour</b>	<b>Location: Bouse Elementary School</b>
<b>Term of Employment: 12 month calendar</b>	<b>Date: Immediately</b>
<b>Shift: Day, Evening, Weekend</b>	<b>Approved by: Bouse DGB</b>

**We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.**

**POSITION SUMMARY:** To contribute to effective school-public relations by prompt and courteous handling of all inquiries and visitors.

**ESSENTIAL FUNCTIONS:**

- Maintain a complete and systematic set of accounts payable and payroll records for the school district following accepted accounting principles;
- Assist Administrator in budgeting process;
- Prepare and maintain records and reports required for payroll, payroll deductions, employee insurance coverage's, and other employee benefits;
- Enroll employees and maintain records as required for the Arizona State Retirement System;
- Assist with preparation of pre-audit materials and reports for the district auditor;
- Oversee record keeping for student activity accounts;
- Process invoices and accounts payable checks for all funds;
- Type and process all purchase orders;
- Maintain all disbursement related records;
- Maintain all attendance records;
- Assist the District Administrator when needed;
- Serve as Board Secretary
- Comply with all of Bouse Elementary policies and procedures to the best of your ability.

**CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

**EDUCATION AND/OR EXPERIENCE:**

- Associate Degree in accounting and or three years of experience performing at a high level, the duties and responsibilities of this position;
- Previous experience in an educational setting preferred.

**Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream**

**TO APPLY FOR THE POSITION OF ADMINISTRATIVE ASSISTANT**

Please send the following:

- Cover Letter
- Resume
- Educational Vitae
- Unofficial Transcripts
- Copies of Certifications
- Three current Reference Letters

The packet can be mailed to: Bouse Elementary School District #26  
PO Box S  
Bouse, Arizona 85325  
Attention: Search and Screen Committee

Or delivered to: Bouse Elementary School District #26  
44936 Joshua Drive  
Bouse, Arizona 85325  
Attention: Search and Screen Committee

Or emailed to: [BEssearchscreen@yahoo.com](mailto:BEssearchscreen@yahoo.com)