

Part-Time Accounts Payable Assistant

2025-2026 School Year

Position Type: Classified

Date Posted: 7/30/2025

Location: Arkadelphia, Arkansas

Closing Date: Until filled

This position is responsible for assisting accounts payable with purchase orders, travel reimbursements, and other duties within the Business Department. This position serves as a representative of the Cooperative, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the DESC community and with the public. The successful candidate should exhibit the following skill set:

Computer Skills:

Strong working knowledge of personal computers is required, including moderate-level mastery of all Microsoft Office and Google Suite modules; strong internet, web and email skills along with strong database skills.

Communication Skills:

Able to present him/herself professionally to all levels of internal and external constituents (Board Members, Director, school and community leaders, team members, vendors) in person (meetings and events), phone, text, and email. Demonstration of exceptional verbal and written communication skills required, including the ability to summarize fully and concisely. It is critical that the successful candidate be able to handle sensitive and confidential information tactfully and appropriately.

Customer Service Skills:

Must be able to interact effectively and handle a variety of customer service issues while maintaining a professional, dignified, and positive atmosphere.

Organizational Skills:

Candidates must be detail-oriented with a strong focus on accuracy. Critical elements include strong skills in organization, time management, and the ability to work with distractions and interruptions.

Personal Traits:

Individual must demonstrate the highest level of personal integrity. Expected to maintain a positive and professional demeanor at all times. Must be service-oriented, high attention to detail, able to prioritize tasks and work under pressure of deadlines; willingness to take charge of assignments and follow through with minimal supervision is essential; present a professional appearance, mature attitude, pleasant demeanor, and be capable of exercising good judgment.

Experience Preferred:

At least three years of experience in accounts payable or related fields.

This position will be hired through the Dawson Education Service Cooperative and will remain open until filled.

To apply, please send a resume to veronica.nelson@dawsonesc.com or a paper copy can be mailed to the following address:

Attention of Veronica Nelson

Dawson Education Cooperative

711 Clinton Street

Arkadelphia, AR 71923

If you have any questions about this position, please contact Veronica Nelson at veronica.nelson@dawsonesc.com or via phone at 870-246-9034.