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## **BUSINESS SPECIALIST/DATA CLERK**

Submit Resume and Three Letters of Reference to: [mglover@cavitschools.org](mailto:mglover@cavitschools.org)

Job Open Until Filled

### **JOB SUMMARY:**

Provide clerical and purchasing support to CAVIT and answers to the Superintendent. The Business Specialist/Data Clerk is responsible for processing purchase orders, securing quotes, documenting purchasing compliance efforts, inventorying purchases, and performing accounts payable duties.

### **JOB REQUIREMENTS**

- Experience working with a variety of people and situations
- Proven ability to use all aspects and programs available through Microsoft Office and Visions software
- Exemplary communications skills, both written and oral
- Ability to organize and disseminate information
- Ability to work with the public, students, teachers and other staff members
- Ability to pass background clearance

### **SALARY**

◆ This will be a 12 month position. Salary based off of the classified salary schedule.