

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Executive/Accounting Assistant

**JOB GOAL:** To provide support to the superintendent of schools and financial administrator

**QUALIFICATIONS:** Background in clerical and accounts payable.  
Computer software experience  
Associates degree preferred

**REPORTS TO:** Superintendent of schools

**PERFORMANCE RESPONSIBILITIES:**

- Prepares school board agendas
- Prepares district manifests, including maintaining records of payment, reconciling errant bills
- Prepare the bi-weekly payroll and payroll files including employee attendance
- Create purchase orders, order and track orders, updating the system as appropriate
- Process new employee paperwork including certification, medical and dental benefits and criminal background checks
- Facilitate the recertification process for employees
- Coordinate the preparation of Department of Education (DOE) reports, including but not limited to; i4see data, Beginning of Year (BOY), End of Year (EOY), October 1 report, credentialing/Highly Qualified teacher (HQT), etc.
- Assist with the development of the budget
- Assist with the preparation of the District meeting including but not limited to the district report, budget books
- Post and advertise open positions and Bids
- Create calendars
- Serve as the office receptionist
- Prepare worker's compensation claim forms and files
- Maintain the home education files; assist with correspondence.
- Oversee the supplies for the SAU office
- Coordinate and track preschool tuition payments
- Maintain oversight of the SAU petty cash, including recording all expenditures and cash transfers, and maintaining records for auditors.
- Prepare office correspondence as needed
- Track employee course reimbursement
- Collect overdue lunch money
- Other duties as deemed appropriate.
- Update the SAU 83 website as needed

**DISCLAIMER:**

This job description lists the general duties and is not intended to list every specific function required.

Approved 5/25/10