

**FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Financial Administrator

JOB GOAL: To administer the business and financial affairs of the school district

QUALIFICATIONS: Minimum of eight years of experience in financial management, with a minimum of three years of school district experience preferred.
Knowledge of computer financial software as well as word processing and developing spreadsheets
Strong interpersonal skills
Strong oral and writing communication skills

REPORTS TO: Superintendent of schools

PERFORMANCE RESPONSIBILITIES:

- Serve as the chief financial officer for SAU 83 for all financial and business operations
- Assure that all financial operations for school districts are adhered to including but not limited to: developing and implementing financial and accounting policies and procedures that meet all federal, state and General Accounting Standards Board (GASB) requirements; all financial systems and transactions are accurately recorded; and supervise all accounting and payroll operations.
- Coordinate ,develop and manage the annual school district budget, including the projection of revenues
- Assume the responsibilities for all reporting requirements including: submitting monthly reports to the board and budget committee; interpreting the financial position of the school to the community, and preparing financial reports as required by the New Hampshire Department of Education (NHDOE), New Hampshire Department of Revenue Administration (NHRA), United States Department of Agriculture (USDA), United States Department of Education (USDOE) and GASB.
- Assume the responsibility for the annual audit, including setting the dates for the audit, assuring all paperwork and support is available to the auditors, including the school accounts, and assisting the auditors while on sight.
- Assume the responsibility for the school districts assets, including the management of banking relationships in conjunction with the district treasurer; supervising the collection, safekeeping and distribution of all funds; implementing the financial record retention policy in accordance with the legal requirements.
- Oversee the district's purchasing operations, including purchasing all supplies and equipment, etc, preparing bid specifications, and developing the record keeping of purchases as necessary.
- Manage the school's property, liability, health, dental, life and disability insurance programs.
- Manage, with the facilities manager, the risk management and safety programs.
- Manage the fiscal portions of the State and federal grants, submitting reports required by law.
- Assist in the hiring process of those with business responsibilities

- Supervise all “business” personnel.
- Provide supervision and training for all in the district, including the SAU office and school office(s), who have financial responsibilities.
- Assist the superintendent of schools in all aspects related to the school budget, collective bargaining, school maintenance and building and renovation projects.
- Maintain effective relations with community organizations and officials
- Perform other duties as assigned

DISCLAIMER:

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

Approved 5/25/10