

**FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Financial Assistant

QUALIFICATIONS:

1. Bachelors degree
2. Knowledge of and experience with district accounting software
3. Past experience with accounts payable and payroll processes
4. Experience and other qualification as specified by the Superintendent and Financial Administrator

REPORTS TO:

The Financial Administrator

JOB GOAL:

To assist and support the work required of the SAU office primarily in the area of finance and human resources

PERFORMANCE RESPONSIBILITIES:

1. Front office duties and expectations
 - a. At times is the face of the SAU to the public
 - b. Sets an example of high professional standards
 - c. Responds to inquiries within 24 hours when in attendance
 - d. Abides by and assists in implementing all School Board policies
 - e. Abides by and assists in implementing the local collective bargaining agreements
 - f. Demonstrates a high level of personal organization and efficiency
 - g. Maintains positive and respectful interpersonal relationships with District staff, superiors, and the general public

2. Financial and Human Resources Duties:
 - a. Initiates new employee paperwork
 - b. Payroll, bi-weekly
 - c. Accounts Payable, bi-weekly
 - d. Filing 941s
 - e. Quarterly unemployment
 - f. Maine State Taxes
 - g. W-2, 1099s
 - h. Create and Maintain Purchase Orders for SAU and Ellis School
 - i. Reconcile Issues with Vendors/Payments
 - j. Pre-School Tuition Payment Tracking, Invoicing
 - k. Petty Cash Tracking, Maintenance
 - l. Records deposits of all incoming monies
 - m. Attendance Tracking for all Employees
 - n. Shares maintenance of the Google Attendance Calendar for Administrators
 - o. Shares fingerprinting processes and tracking, employees and volunteers w/PT SAU clerical position

- p. Monitors Perfect Attendance for Teachers, initiate payment when required
 - q. Creates stipend, tutor and misc. contracts
 - r. Records deposits of all incoming money
 - s. Processes course Reimbursement Tracking per CBA
 - t. Tracks Workshop/conference per CBA
 - u. Assists with financial audit, as needed
 - v. SES liaison
 - w. Tracks energy costs/usage for energy committee
 - x. Tracks sick leave banks for unions
 - y. Monitor perfect attendance for teachers, initiate payment when required
 - z. Create stipend, tutor and misc. contracts
 - aa. Prepare and distribute agenda packets for school board
 - bb. Tracks course reimbursement tracking per CBA
 - cc. Tracks workshop/conference tracking per CBA
 - dd. SES Liaison
3. General clerical duties:
- a. Shares maintenance of the Google Attendance Calendar for Administrators
 - b. Shares DOE Liaison, maintenance of password accounts/access
 - c. Shares advertisement of employment openings on EdJobsNH.com
4. Other duties as assigned by the Superintendent and Financial Administrator from time to time

TERMS OF EMPLOYMENT:

- 15-20 hours per week as scheduled with the Financial Administrator
- Clear criminal background check
- Verification of health to perform job
- Valid driver's license
- Hourly wage contract/no benefits

EVALUATION: Annually by the Financial Administrator

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Rarely required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Not required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |

12. Push/Pull: Not required

Hand Manipulation:

- 1. Grasping: Occasionally required
- 2. Handling: Occasionally required
- 3. Torquing: Not required
- 4. Fingering: frequently required
- 5. Controls and Equipment: Computer, telephone, copy and FAX machines

Other Physical Consideration:

- 1. Twisting: Not required
- 2. Bending: Occasionally required
- 3. Crawling: Not required
- 4. Squatting: Occasionally required
- 5. Kneeling: Not required
- 6. Crouching: Occasionally required
- 7. Climbing: Occasionally required
- 8. Balancing: Not required

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only _____
- 2. Any beyond short demonstration up to and including 30 days _____
- 3. 30-90 days _____
- 4. 91-180 days _____
- 5. 181 days to 1 year _____
- 6. 1 to 2 years _____
- 7. 2 to 4 years _____
- 8. 4 to 10 years _____
- 9. Over 10 years _____

Other Training, Skills and Experience Requirements:

Ability to work with staff, students and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.