Fremont Public Schools Administration
450 East Pine Street
Fremont, MI 49412
(231) 924-2350
fax (231) 924-5264

Striving to educate…
to inspire…to become…

VACANCY NOTICE
PLEASE POST

DATE: November 10, 2014

POSITION: Administrative Assistant / Payroll Clerk

HOURS: 8:00 a.m. – 4:30 p.m.

QUALIFICATIONS:
- Associates degree in accounting or equivalent work experience
- Previous payroll and benefits experience with a large employer
- Knowledge/Experience maintaining a payroll system
- Knowledge/Experience with Microsoft Excel and Word
- Demonstrate ability to organize work
- Other qualifications as determined by the administration of Fremont Public Schools

BEGINNING DATE: approximately December 1, 2014

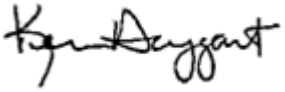
JOB RESPONSIBILITIES:
- calculate and process the bi-weekly payroll, taxes, forms, quarterly reports, etc.
- banking responsibilities
- investment responsibilities
- preparation of various computer spreadsheets in Excel
- wage/benefit budget projections
- any other jobs and responsibilities as assigned by the Director of Financial Services or Superintendent of Schools
- back-up support for other staff in the office

REPORTS TO: Director of Financial Services

APPLICATIONS: Submit written letter of application and resume to:
Mr. Kenneth Haggart, Superintendent
Fremont Public Schools
450 East Pine Street
Fremont, MI 49412

DEADLINE: Until Filled

TERMS OF EMPLOYMENT: Twelve month position with salary commensurate with qualifications and experience. Administrative benefit package.

Approved by  Date November 10, 2014

DISTRIBUTION:
Administration Office/PPC
High School
Middle School
Daisy Brook Elementary
Pathfinder Elementary
Bus Garage
Quest High School
Maintenance/Food Service

Fremont Public Schools does not discriminate on the basis of race, color, national origin, sex, age or disability.