

Please Post.....Please Post

Announcement of Opening

April 7, 2026

Open: April 7, 2026
Close: Until Filled

Business Manager Assistant

Freshwater has an opening for a half time to full time (0.5-1.0 FTE) Business Manager Assistant. The successful candidate will assist with daily business office functions and must have experience in an accounting role consisting of budgeting, accounts payable, and/or accounts receivable. Preferentially, the successful candidate will have MN school finance experience. Travel to member districts may be necessary with mileage reimbursement. Benefits are dependent on FTE. The wage range for this position is \$26.18-\$29.35 per hour.

Applications of interested candidates will be reviewed as received.

Please send Application found on Freshwater's website ([fed.k12.mn.us](https://www.fed.k12.mn.us)) and Resume including 3 references to:

Freshwater Education District
Eric Weber, Superintendent
2222 Industrial Drive, Wadena, MN 56482
Phone: 218-629-6001, Fax: 218-631-3588
eweber@fed.k12.mn.us

Applications, Resume, and References can also be uploaded on the Freshwater website (<https://www.fed.k12.mn.us/career-opportunities>).