

GEAR UP Administrative Assistant

Job Description



Job Title: GEAR UP Administrative Assistant

FLSA: Nonexempt

Reports to: Director of College Readiness

Pay Grade: Clerical/Para 5

Dept./School: Postsecondary Outcomes
Bamberg Prof Dev't and Resource Center

Calendar Days: 226

Revised: 5.19.2026

Primary Purpose

The GEAR UP Administrative Assistant/Bookkeeper provides administrative and financial support by managing daily office operations, coordinating program activities, maintaining financial records, monitoring grant budgets, processing payments, and ensuring compliance with federal, state, district, and grant requirements.

Qualifications

Education/Certification:

- High School Diploma from an accredited high school or GED, some college preferred

Special Knowledge/Skills:

- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Strong written, verbal, and interpersonal communication skills
- Excellent organizational skills with strong attention to detail
- Ability to prioritize workflow and manage multiple complex administrative tasks
- Ability to multi-task in a fast-paced, deadline-driven environment
- Knowledge of bookkeeping procedures and basic accounting principles
- Proficient data entry and file maintenance skills
- Basic math skills

Experience

- Minimum three (3) years of successful bookkeeping, clerical, or administrative assistant experience

Major Responsibilities and Duties

Administrative and Program Support

1. Coordinate and support the routine work activities of the GEAR UP staff
2. Prepare correspondence, forms, reports, and presentations for program staff
3. Manage calendars, appointments, and detailed travel arrangements
4. Assist with the preparation of federal and grant reports
5. Maintain required documentation to ensure compliance with grant regulations

Financial and Bookkeeping Responsibilities

6. Maintain accurate and systematic records of assigned district financial transactions, including verifying, recording, and posting transactions to journals, subsidiary ledgers, and the general ledger in accordance with established procedures and generally accepted accounting principles
7. Reconcile and balance general ledger accounts, subsidiary accounts, and bank statements; review transactions for accuracy; resolve discrepancies; and notify the supervisor of any issues

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8. Compute and record cash receipt summaries; receipt all monies in accordance with district policy; and process department payments, deposits, and journal vouchers with supporting documentation
9. Prepare and submit travel vouchers, stipend payments, and extra duty pay forms
10. Monitor department budgets, including encumbrances, expenditures, credits, and payments, and transfer funds between accounts as directed by the Chief Financial Officer or Business Manager
11. Ensure debit cards are paid and maintained in good standing and utilize district and departmental accounting software to complete duties efficiently and cost-effectively

Records and Reporting

12. Compile, maintain, and file required reports, records, and documentation, including purchasing activity reports and weekly, monthly, and quarterly departmental spending reports
13. Inform administration of budget line balances as scheduled

Other Duties

14. Maintain confidentiality
15. Follow district safety protocols and emergency procedures
16. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

The evaluation of the Gear Up Administrative Assistant is a responsibility resting with the Director. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties and responsibilities that may be assigned or skills that may be required.

*This position is funded by a grant. You understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.