

PALOMAR COMMUNITY COLLEGE DISTRICT

GEAR UP SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of administrative, accounting, financial and secretarial duties in support of the GEAR UP Director, Coordinator and partners; research and compile statistical data for various reports and provide information and assistance to staff, students, parents, partners and the public.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the GEAR UP Director.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Perform a variety of administrative assistant duties.
2. Compose, develop and prepare a wide variety of reports, letters, memoranda and statistical charts and spreadsheets; type reports, letters and memoranda from rough draft form or verbal dictation.
3. Participate and assist in the preparation of assigned budget; attend budget meetings; monitor expenditures and recommend budgetary adjustments.
4. Prepare financial spreadsheets, expense reports and budget projections.
5. Create and maintain accounts for assigned program areas; set up new account numbers according to established documented procedures.
6. Compute, prepare and file a variety of financial and operating reports to summarize total amounts of federal GEAR UP funds disbursed by the District; reconcile differences between the Department of Education's and the District's monthly federal disbursement amounts.
7. Prepare year-end closing entries for assigned programs; make adjusting entries to all accounts; prepare journal entries to close books.
8. Establish and maintain appropriate accounting procedures according to federal and state requirements; ensure compliance with procedures for recording and controlling financial transactions of the assigned program budgets.

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9. Ensure adherence to all department policies and procedures in the absence of the Fiscal Operations Manager.
10. Participate and assist in the administration of the assigned office; research, compile, analyze and summarize data for special projects, reports and guides.
11. Screen office and telephone callers; respond and resolve complaints and requests for information about regulations, policies and procedures relating to assigned academic or student service areas.
12. Assist the GEAR UP Director and Coordinator in preparing federal, local, foundation and college funded grant proposals, budgets and reports; develop accounting records for grants and track all funds; post expense and charges received.
13. Schedule and attend a variety of meetings; prepare and compile agenda packets; take and transcribe minutes; type and assemble final reports, newsletters and other materials; edit, proofread, verify and review reports for completeness and conformance with established policies and procedures.
14. Maintain a calendar of activities, meetings and various events; coordinate activities with other campus departments and outside agencies; arrange travel plans.
15. Operate a variety of office equipment, including copiers, facsimile machines, scanners and computers along with applicable software applications.
16. Maintain inventory of office supplies; evaluate need for purchase of equipment and supplies.
17. Design, update and maintain confidential student files and budgetary records.
18. Serve as a liaison between departments, staff and general public.
19. Perform other related duties as needed.

QUALIFICATIONS

Knowledge of:

- Modern secretarial and administrative support techniques.
- Modern office procedures, methods and computer equipment.
- Applicable computer software applications.
- Principles of business letter writing and report preparation.
- Principles and procedures of recordkeeping.
- Budgeting methods and practices.
- Accounting principles.
- Data processing as it relates to the automation of accounting systems.
- California Community College budget and accounting programs, procedures and requirements.
- Pertinent federal, state and local codes, laws and regulations.
- English usage, spelling, grammar and punctuation.

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Ability to:

- Perform responsible administrative support and secretarial work involving the use of independent judgment and personal initiative.
- Interpret and apply administrative and departmental policies, procedures and regulations.
- Independently prepare correspondence, reports and memoranda.
- Maintain a calendar of activities and schedule meetings appropriately.
- Prioritize tasks and follow through on projects.
- Assist in the development and maintenance of District budgets.
- Compile, consolidate and input budget data into the computer system.
- Monitor account balances to prevent account deficits.
- Perform responsible technical accounting work.
- Make arithmetic calculations quickly and accurately.
- Operate a computer terminal and printer.
- Work independently.
- Prepare and maintain accurate and complete records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Four years increasingly responsible financial recordkeeping and accounting technical experience, including two years experience working with budget-related responsibilities.

Education/Training:

Equivalent to a Bachelor's degree in accounting, business, administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with students, staff and other outside agencies.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; moderate or light lifting; operating computer equipment; near visual acuity for reading computer screens.