

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Office Support - Maintenance Department

GENERAL STATEMENT OF JOB

Position Summary:

We are seeking a detail-oriented and organized Office Administrative Assistant to support daily office operations and ensure accurate financial recordkeeping. This role combines administrative support responsibilities with bookkeeping duties, including accounts payable and payroll. Provides essential clerical and organizational support, keeping the office running smoothly by managing schedules, handling communications (phones, emails, mail), organizing files, preparing documents (reports, memos), ordering supplies, and supporting staff and management with daily tasks, often serving as the central hub for office coordination and communication.

Key Responsibilities:

Administrative Support

- Provide general office support, including answering phones, managing correspondence, and scheduling appointments/meetings.
- Maintain organized filing systems (digital and paper).
- Prepare reports, letters, memos, and other documentation as needed.
- Assist with purchasing office supplies and maintaining inventory.
- Support team members and management with administrative tasks as requested.

Bookkeeping & Finance

- Process accounts payable: verify invoices, obtain approvals, enter into the accounting system, and ensure timely payments.
- Reconcile financial accounts and budgeting, and other financial statements monthly or as needed or necessary.
- Maintain accurate and up-to-date records of all financial transactions.
- Prepare budget and financial updates for regular meetings with supervision.
- Assist with payroll preparation and employee expense reimbursements.

- Prepare financial reports for management as needed.
- Support external accountants/auditors with documentation and reporting.
- Attends meetings, composes forms, letters, memorandums, reports, and minutes; drafts information and materials for various purposes. Follow through on matters requiring correspondence.
- Maintains contact with departmental personnel regarding office activities and deadlines.
- Maintains data from various sources; performs research for completion of reports; organizes data for analysis; assists in the preparation of special projects and information reports.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the operations and activities of the department.
- Thorough knowledge of and ability to use correct grammar, vocabulary, spelling and punctuation.
- General knowledge of bookkeeping.
- Considerable knowledge of common word processing, spreadsheet, electronic mail and file maintenance programs.
- General knowledge of computers and peripheral equipment.
- Ability to generate correspondence and reports independently.
- Ability to interact and deal with the public and team mates in a professional manner.
- Ability to perform and follow bookkeeping tasks and processes currently in place.
- Ability to sort and distribute documents.
- Ability to maintain confidential information and use discretion and judgement.
- Ability to maintain complete and accurate records and to develop standard reports from those documents as needed by supervision.
- Ability to learn, interpret and explain policies, regulations and programs.

- Ability to understand and follow oral and written instructions.
- Ability to type accurately at a moderate rate of speed.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in bookkeeping or accounting, and 1 to 2 years of experience in technical accounting or bookkeeping work, preferably dealing with payroll; or any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.