TRAVEL COORDINATOR
OFFICE OF EARLY CHILDHOOD

Salary Range: $29.27 HOURLY RATE
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The travel coordinator will support the Office of Early Childhood by providing daily administrative support and fiscal management for the state funded pre-K program. The travel coordinator will be responsible for approving grant requests, processing payroll and travel reimbursements, and managing equipment inventory. In addition, the travel coordinator will be responsible for coordinating meeting/professional development logistics and creating detailed explanations of expenditures. The travel coordinator must also effectively communicate with all stakeholders.

SPECIAL QUALIFICATIONS:
• The ability to develop and implement office procedural guidelines.
• Expertise in fiscal management.
• The ability to establish accounting procedures for reporting.
• The ability to accurately document and justify expenditures.
• The ability to compare data and estimate for future demands.
• An understanding of the state legal parameters and guidelines for spending allocations.
• The ability to improve procedures and day-to-day operations and to meet strict deadlines.
• Exceptional writing and organization skills, including close attention to detail.
• Fluent and accurate skills for data entry in Excel/Word/PowerPoint (email, spreadsheets, and databases).
• The ability to take direction, advice, and feedback from leadership in a professional manner.
• The ability to build rapport and team morale; and
• The ability to communicate with stakeholders effectively and accurately.

EXPERIENCE/EDUCATION REQUIREMENTS:
• Bachelor’s degree or higher in Finance, Accounting and/or Management
• Five (5) years of experience in fiscal and grant management
• Three (3) years of experience with managing multiple budgets

APPLICATION PROCESS:
Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, “Travel Coordinator.” The following documents must be submitted:
• A completed MDE Application Form
• Three (3) Professional References

The deadline for applicants to apply is December 26, 2022.
INQUIRIES

Dr. Jill Dent
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601-359-2932