



CONTRACT CAREER OPPORTUNITY

TECHNICAL SUPPORT SPECIALIST OFFICE OF SCHOOL FINANCIAL SERVICES

Salary Range: \$110.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) seeks an experienced contract worker to support school districts with submitting Financial Exchange Transaction System (FETS) data into the Mississippi Student Information System (MSIS) by the October 15, 2025 deadline. Serving as a technical liaison between districts and the Office of School Financial Services (OSFS), the contractor will also coordinate with MDE's Office of Technology and Strategic Services (OTSS) to ensure accurate, timely, and compliant financial reporting.

It is preferable the incumbent have:

- Participate in onboarding and technical sessions with OTSS staff to understand new FETS data submission processes.
- Assist school districts with navigating the updated procedures for submitting financial data through MSIS.
- Co-facilitate training sessions (virtual and/or in-person) with school district financial personnel.
- Field and respond to questions from districts related to FETS input, validation, and troubleshooting.
- Conduct secondary reviews of district submissions, supplementing the work of OSFS staff.
- Help resolve data quality or reporting issues in collaboration with SFS and OTSS staff.
- Transfer procedural knowledge, tools, and documentation to MDE staff for future use and internal training.
- Perform additional related duties as assigned to support the successful implementation of the new reporting process.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a related field is required.
- School Business Administrator certification is required.
- Minimum of 5 to 7 years of experience working in the Mississippi Department of Education's Office of School Financial Services (OSFS) is required, with direct involvement in district financial reporting, disbursement processes, and data system management.
- Strong familiarity with MSIS, FETS, and public school funding structures is highly preferred.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Technical Support Specialist" The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References

The deadline for applicants to apply is July 7, 2025.

INQUIRIES

- Kym Wiggins
kwiggins@mdek12.org
601-359-5254

