



**EDUCATION PROGRAM DEVELOPMENT TEAM LEAD
(OFFICE COORDINATOR)**
OFFICE OF EARLY CHILDHOOD EDUCATION
STATE SERVICE

Salary Range: \$56,345.82 – \$84,603.26

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The office coordinator will support the Office of Early Childhood by providing daily administrative support and fiscal management for the Office of Early Childhood. The office coordinator will be responsible for processing travel reimbursements, purchasing, reconciling accounts, human resources processing actions, explanations of expenditures, meet and coordinate with accounting on a regular basis, manage line items within budgets, and manage equipment inventory. The office coordinator must also effectively communicate with all stakeholders.

Preferred Qualifications

The preferred candidate should have:

- 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 keep information confidential.
- The ability to build rapport and team morale.
- The ability to effectively and accurately communicate with stakeholders.

SPECIFIC QUALIFICATIONS:

The preferred candidate must hold the following credentials:

- 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.
- Three (3) years of experience in budgeting and office finance coordination.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a relevant Master's Degree, may require certification, and 4+ years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 20, 2026

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Dr. Jill Dent
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601-359-2932

