



## **Business Coordinator**

The Mississippi School for Mathematics and Science, one of the top high schools in America, is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi.

The Business Coordinator plays a crucial role in the operational and financial management of MSMS. This role is responsible for coordinating and managing school business functions, including financial administration, financial reports, financial records, procurement, and compliance with State and federal regulations while working closely with school administration and staff.

### **RESPONSIBILITIES**

- Reconciling and assisting with budgets, contracts, and purchasing
- Maintaining accounting systems, preparing financial reports, and reconciling/maintaining accurate financial records and files
- Ensuring compliance with MDE/MUW policies and procedures and state and federal regulations
- Coordinating with MSMS departments to process financial transactions
- Participating in fiscal planning for MSMS
- Preparing requisitions for purchases, communicating with vendors, and managing supplies
- Maintaining accurate financial records and files
- Ensuring compliance with state and federal regulation
- Performing related duties as assigned

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in accounting, business, business administration, finance, or related field is preferred
- Experience in budget management, financial reporting, and procurement, particularly within an educational setting, is preferred
- Expert knowledge of **BANNER** is highly desired
- Working knowledge of MS Office (Word, Excel, Access, and PowerPoint) and Adobe Acrobat Pro
- Successful completion of pre-employment drug and alcohol test
- Clear criminal background check and child abuse registry check
- Valid Driver's License

### **POSITION DETAILS**

1. Starting Salary: \$50,000 - \$55,000, depending on qualifications
2. The position is contracted for 12 months and includes Mississippi state insurance and retirement benefits
3. The starting date will be on or before **July 1, 2025**

Applications will be accepted until the position is filled. All applications will be acknowledged but only selected candidates will be interviewed. Application review will begin **June 18, 2025**.

To apply for this position, submit a completed application, cover letter, and resume to [hr@themsms.org](mailto:hr@themsms.org).

***THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.***

*An Opportunity for Excellence*