

**Chief Dull Knife College
Job Announcement**

Travel Coordinator and Business Office Clerk

Salary Schedule Placement Dependent on Experience + Benefits

Opening Date: November 9, 2023

Closing Date: Open Until Filled (11/27/23 First Review)

Submit Application and Resume to:

Leslie Evertz

Selection Committee TC

Chief Dull Knife College

1 College Drive, PO Box 98

Lame Deer, MT 59043

Position: **Travel Coordinator and Business Office Clerk**

Term of Appointment: This is a 12 month full-time hourly position

General Job Description:

The individual in this position coordinates travel for all College employees, makes all travel arrangements, completes travel reconciliation and maintains all travel records. Additionally, this position is responsible for maintaining/balancing bank statements and other duties as requested by CFO.

Reporting Relationships: This position reports to the CFO

Qualifications:

Education: Associates degree required. Bachelor's degree preferred. Formal training in word processing and general office procedures as well as a general knowledge of accounting procedures. Excellent written and oral communications skills necessary. Ability to work with diverse student, faculty and staff.

Experience: Minimum five years of administrative assistant experience, or combination of education and experience commensurate with the requirements of this position. A high level of technical proficiency in the collection, management, and use of electronic information.

Salary and Benefits:

Starting salary negotiable depending on education and experience.
Employee benefits include all federal and state mandated employee benefits (Workers compensation, unemployment insurance, FICA and Medicare

Contributions) plus college provided health insurance for the employee a SEP-IRA retirement plan, long-term disability insurance, a 5.5% of salary cafeteria plan, and other benefits.

Specific Responsibilities/Duties:

1. Schedules all travel for College personnel to include airline and rental car reservations, lodging, calculating and arranging for per diem, maintains travel calendar.
2. Reconciles all employee travel to include, collection of receipts, and maintaining all travel records.
3. Reconciling all bank statements.
4. Cross training in other Business Office duties and filling in as needed.
5. Other duties as assigned.