



## Savannah State University Position Description – Campus Travel Coordinator

### ***POSITION DESCRIPTION***

Position Title: Campus Travel Coordinator FLSA Status: Exempt  
Reports to: Comptroller  
Department: Comptroller's Office  
Date Prepared: September, 2011

### ***BASIC FUNCTION***

This position will be responsible for travel audit and reconciliation, procurement of travel, and other buyer duties as assigned. This position will also be responsible for the preliminary P-Card Audit and Journal Entry Preparation to be reviewed by the P-Card Coordinator. This position requires strong communication, analytical, technical, and problem-solving skills. Must be an advanced computer (PC) user.

### ***NATURE & SCOPE***

The Campus Travel Coordinator performs a variety of accounting and reconciliation tasks related to travel for the University. Additionally, this individual is responsible for procuring all travel related items as well as taking care of all steps in the purchasing process for specific approved requests, including verifying prices, working with vendors, and maintaining various vendor files. A significant part of the incumbent's time will be spent following up with employees who have issues related to Travel Authorizations, Travel Advances, Travel Expense reimbursements, Travel Procurement, and other related issues. This position will also be responsible for the preliminary P-Card audit and journal entry preparation for the P-Card distribution. This position works with the PeopleSoft financial system and Microsoft Office on a regular basis, as well as with Procurement, Accounts Payable, and all employees traveling on behalf of the University.

### ***PRINCIPAL ACCOUNTABILITIES***

- Audits travel transactions to ensure compliance with the State and University policies and procedures.
- Verifies that forms are completed correctly and that all documentation is present and valid regarding travel authorizations, travel advance requests, travel expense reimbursements, etc.
- Tracks travel advances that are received prior to travel and contacts employees and others as needed.
- Communicates with employees as to procedural discrepancies, information requests, follow-ups, and any other travel-related issues until the issue is resolved.
- Monitors and maintains accurate records, databases, and other documents to support Travel for the University as well as any Vendor records that incumbent is assigned.
- Reviews travel purchase requests from the departments, verifies prices, solicits bids if necessary, and various other buyer duties as assigned by Procurement.
- Pre-audits the P-Card statements and prepares the journal entries to distribute the P-Card charges. This is reviewed by the P-Card Coordinator before posting.
- Accounting and reconciliation, communication, and time management as travel requests are time sensitive.
- Provides support to other staff within the Comptroller's Office and related departments. Works with employees and vendors to resolve travel and other issues on a regular basis.
- Must be able to follow written and verbal instructions, as well as communicate and collaborate with other employees and vendors.
- Performs general accounting duties and assists with other projects as directed by the Comptroller.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a minimum of a two-year college degree in Accounting with some work experience in general accounting, but a four-year degree is preferred.. Requires strong analytical and technical skills, the ability to work independently, and professional communication skills to work with vendors and employees of the University.