



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 07/18/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: TRAVEL COORDINATOR			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: PROCUREMENT	Location: Okmulgee	Location Code: 73	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>The Travel Coordinators perform any combination of the following: calculates, posts and verifies transactions as well as gather financial data for use in maintaining accounting records. Compiles and sorts documents in order to substantiate accounting transactions. Verifies and posts details of transactions. Computes and records charges, refunds, cost of rentals, and other similar items. Attention to detail and effective communication skills.</p> <p>Responsible for obtaining and arranging all travel arrangements for travelers. This includes but is not limited to airlines, hotels, rental vehicles and any unusual circumstances. Confirmation of all arrangements are to be made on a Traveler's Itinerary which shows all confirmed reservations and any pertinent information necessary for the traveler. In calculating travel advances, Travel Coordinators will ensure that all outstanding advances are liquidated. Travelers include all employees of the Nation and any other request for special accommodations.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintains a working knowledge of maximum per diem rates, mileage rates, etc. for CONUS 2. Verifies information and calculates on travel authorization and expense reports. 3. Confirms travel itinerary in accordance with Creek Nation and objectives. 4. Confirms original receipts are attached to travel expense report. 5. Informs travelers of insufficient documentation regarding travel needs/arrangements. 6. Ensures receipts are sufficient to off-set the travel advance and obtains proper documentation to liquidate the advance. 7. Responsible for stamping/labeling and documents (i.e. "For accounting use only"). 8. Ensures total travel voucher package is complete, initials to such and forward to OMB Manager for final disposition. Manager insures proper filing is accomplished and makes assignment accordingly. 9. Responsible for inputting travel data and generating computer reports



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	regarding the same. 10. Other duties as assigned by OMB Manager, Controller and/or Assistant Controller.
Minimum Requirements:	Minimum Requirements -Associate or Bachelor's degree in related fields of Accounting, Bookkeeping, and Governmental travel training and experience equally three (3) years of experience for 1 year educational credit.MM
Preferred Requirements:	Preferred Requirements - Bachelor' Degree in Business Management and/or related areas of formal specialized training in an accredited institution of higher learning.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.



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While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.