

Posted: May 18, 2023



POSITION ANNOUNCEMENT

TITLE: BUSINESS OPERATIONS MANAGER

DEPT: BUSINESS OPERATIONS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$70,720-\$ 80,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: May 26, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under general supervision of the Assistant Controller oversees the management of assigned Business Operations staff. Serve as a high level contributor, providing expertise and lead work direction to other Accountants and Managers within Business Operations and the university, ensuring that assigned accounting activities are carried out in accordance with established policies, procedures, generally accepted accounting standards and Governmental Accounting Standards (GASB). Assist with the month-end and year-end close processes, and oversight of Accounts Payable and Travel, as well as Payroll. Work collectively with colleagues to provide innovative solutions to policies and processes; assist in system-wide implementations of new GASB standards as well as modifications to the enterprise system support software. Implementation and compliance of internal controls; and support the mission of the University.

JOB FUNCTIONS:

Oversee the activities of Accounts Payable, Business Office, General Accounting, Payroll, and Travel ensuring the accuracy and integrity of the University's accounting records and compliance with University, State and Federal policies and regulations. Maintain internal control and safeguards of the University. Oversee the supervision of the managers and assist with the personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. Other duties as assigned. 50%

Oversee the PayNet Exchange program for Accounts Payable and Travel for efficient payment of vendors and reimbursement of employees. Oversees the tuition remission activities related to the Payroll Office. Also, monitors and reconciles all payroll related liability accounts. Assists with monitoring related imputed fringe benefits. Prepare JVs for Governmental Gross Receipts Taxes. Reconciles retiree benefits. Prepare JVs and AR memos for retiree accounts. Reviews and approves Banner, Works and Dynamic Forms documents. 30% Responsible for troubleshooting daily issues and proactively identify weaknesses in processes and provide recommendations for continuous improvement. Assist with the development and implementation of policies and procedures consistent with the generally accepted accounting principles and Governmental Accounting Standards (GASB). 15%

Assures that the Banner Finance system is working as expected and in compliance with federal and state laws, rules, and regulations by establishing controls, monitoring results, and collaborating with the Assistant Controller and IT to modify and adapt processing methods and reporting in response to changes in regulations and reporting needs. 5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Business or related field. A concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience = 3) hours. Five years accounting experience, including ledger reconciliation and development of procedures. Supervisory experience. Professional disposition with clear and effective communication skills and good independent judgment. As well as the ability to maintain strict confidentiality. Ability to work independently on assigned projects, as well as with teams.

DESIRED QUALIFICATIONS:

Banner and Argos experience or similar system.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 3%	Sitting 70%	Walking 15%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu