POSITION ANNOUNCEMENT

TITLE: DIRECT COST ANALYST
DEPT: SPONSORED PROJECTS

REG ☑ TEMP ❑ FULL TIME ☑ PART TIME ❑

STARTING RATE or SALARY RANGE: $36,920- $45,760
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: November 19, 2018* 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 DUTIES:
Provides pre-award and post-award assistance to Grants and Contracts Manager. Completes pre-award forms, prepares budget revisions and correcting journal entries as required, prepares close-out documentation and closes out awards in Banner. Does approvals in Banner and Works. Has signatures authority on journal vouchers, close-outs, and other selected financial transactions. May administer an assigned group of funds. Assists in reviewing new awards to identify financial and invoicing requirements and establishes new funds in Banner according the awards terms and condition. Establishes cost share funds, prepares payroll accounting distributions, payroll journal vouchers, and funds cost share as required. Assists with billing and reporting requirements. Assists with accounts receivable and monitoring collections on active funds. Other duties as assigned.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required with 12 hours of accounting or the equivalent in work experience. Working knowledge of MS Excel and Word required. Exceptional attention to detail, being willing to research facts and overcome errors required. Strong oral and written communication skills required. Ability to participate in work assignments under the supervision of higher level employees required. Ability to work independently on assignment of standard difficulty required. Ability to use broad knowledge of practices and procedures to handle complex assignments required. Ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems required. Ability to work and adapt under highly regulated and constantly changing environment required. Ability to organize and follow tasks through completion required. Ability to work with departments outside of Business Office required. Ability to schedule own workload and meet deadlines required. Professional judgement and discretion in dealing with outside auditors and external agencies required. Tact, perseverance and independent judgement required. Knowledge of Federal Acquisition Regulations (FAR), OMB A-21, 2 CFR 200 desired. Knowledge of State of NM Procurement regulations and federal travel regulations desired. Knowledge of contract management, grants administration and/or audit of sponsored programs desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 141, Socorro, NM 87801-4796.