

Posted: September 29, 2021



POSITION ANNOUNCEMENT

TITLE: FINANCIAL & SYSTEM ANALYST

DEPT: BUDGET & ANALYSIS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,960-\$55,000

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: Concurrent* 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:

Under general direction provides financial and system support to the Budget & Analysis office and other Admin & Finance departments. Interacts with different departments and ensures quality control of the financial systems. Assist the finance area with the gathering of data and with the developing of reports. Maintains all aspects of the Chart of Accounts, (FOAPAL). Responsible for individual banner user access setup and maintaining the Banner approval queues. Assist with the audit of user access. Serves as technical resource in assisting banner users with trouble shooting and correcting issues; provides guidance on appropriate courses of action to resolve budget and financial reporting questions and problems. Performs wide variety of analytical duties to include budget related matters and financial reporting to ensure financial system accuracy. This includes account reviews, audits and trend analysis on accounts. Generate required department reports periodically. Produces and enter budget revisions and produces journal vouchers as required. Closes expired travel encumbrances in coordination with the travel and SPA offices. Works with IT staff to determine financial report necessity and assist in design of needed reports. Coordinates fiscal procedures with Associate Director to determine methods of improving fiscal procedures and reporting services provided. Ensures that month end financial procedures are carried out accurately and thoroughly throughout campus. Responsible for the annual year-end close process; ensures encumbrances are closed or rolled over to the next FY. Assists with budget preparation and all functions of the Budget & Analysis office; including the I-9 process for students. Maintains the Budget office website and provides back up assistance to the Associate Director of Budget when necessary.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in Finance, Accounting, Math or Business related field. Proficient in Microsoft Office products and experience with advanced functions including significant expertise with Excel required. Strong technical ability, computer and data manipulation skills required. Knowledge of accounting standards and basic financial operations required. Ability to interact in a professional, pleasant and enthusiastic manner with the university community and the public required. Experience with reading, interpreting and analyzing fiscal and other types of administrative reports required. Demonstrated high level of accuracy, thoroughness and attention to detail required. Must have good organizational skills and be able to multitask required. Strong critical thinking and problem solving skills required. Teamwork and interpersonal skills, strong verbal and written communications skills required. Ability to learn and use complex computer-based systems and multi-faceted network related software and database management systems desired. Experience working with Banner or similar ERP's and Argos or similar reporting software desired. Five (5) or more years of experience working in higher education desired. Experience with programming languages: Visual Basic, SQL, etc. and with Adobe Acrobat.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 180, Socorro, NM 87801