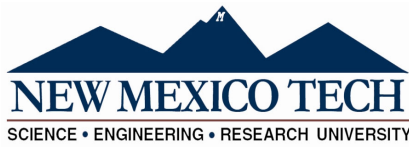


Posted: February 8, 2024



POSITION ANNOUNCEMENT

TITLE: PAYROLL SPECIALIST I

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00-\$17.00

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: February 16, 2024* 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:

Responsible for processing EMRTC payroll for approximately 200 employees; including data entry of time worked, reconciliation of leave slips and periodic audits. Trains EMRTC employees on EMRTC Payroll Procedures and Timecard System. Assists and advises employees with questions regarding reporting of time and the use of EMRTC Intranet Timecard System. Verifies the validity of funds being charged and the account codes being reported. Processes PJVs to make necessary corrections, ensuring compliance with applicable policies, regulations and laws. Maintains and updates EMRTC Intranet Timecard System. Maintains an active employee list for EMRTC management.

JOB FUNCTIONS:

Processing Payroll

50%

Running of reports for payroll processing

Reconciliation of Leave slips

Data Entry of employee time

Verification of funds and hours

Updating and maintaining EMRTC Time Card System (Intranet)

Maintain active employee and student employee list

Process, prepare payroll and maintain journal vouchers

Maintain uniform charges to ensure employee payroll deduction is updated and charged properly

Employee Assistance

25%

Fielding daily questions from employees

Working with IT to fix problems and improve processing and recording

Train new employees on EMRTC Procedures and Time Card Recording

Audits and Compliance Review

25%

Keep abreast of current acceptable accounting principles and practices as well as any applicable state and/or federal regulations

Monitor accounts and funds to assure accuracy and compliance with university, local, state and federal requirements and standard accounting and audit procedures

Assist with internal control measures and audits

Assist internal and external auditors as needed

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Computer experience including spreadsheet, database management and word processing applications. Must have strong written and oral communications. Must be able to use professional judgement and discretion in dealing with outside auditors. Must have ability to work independently on assignment of standard difficulty. Must be able to use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Must be able to understand and interpret complex materials such as regulations, audit reports and documentation of internal control systems. A valid New Mexico driver's license. A pre- employment drug screen required upon hire.

DESIRED QUALIFICATIONS:

At least one year experience in accounting or auditing of financial records. Knowledge in financial compliance and auditing practices and procedures. Experience with internet research.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 3%	Sitting 65%	Walking 10%	Pulling 5%
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu