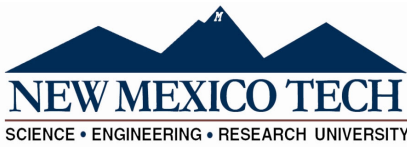


**Posted:** December 20, 2023



## POSITION ANNOUNCEMENT

**TITLE:** RESEARCH ACCOUNTANT

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$39,000-\$42,000

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:** January 9, 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:

Under general supervision, provides pre-award administrative and technical guidance and support to EMRTC groups seeking funding for research and other sponsored activities. Monitor post-award administrative matters utilizing current federal, state, and NMT laws, regulations, policies and procedures. Assist in maintaining records of fiscal and budgetary controls, ledgers, and other transactions, participates in the preparation of various accounting records in either direct or indirect support of the EMRTC Groups. Prepares and processes routine financial documents and accounting transactions, reconciles accounting records, and analyzes routine accounting data. Will assist with payroll, purchasing, accounts payable, travel, and other financial processes as assigned. May involve research and reconciliation of accounts, assist in preparing accounting and auditing reports and documents, and preparing journal vouchers and payroll journal vouchers as needed.

### JOB FUNCTIONS:

Assist in administering financial matters for contracts and grants, this is to include: reviewing and approving expenditure requests ensuring allow ability under current federal, state and institute laws, regulations, policies and procedures - involves research and interpretation of complex reference material. 50%

Monitor compliance in order to assist and advise PIs in administrative and financial affairs. 15%

Review, approve, and reconcile electronic and paper requisitions, JVs, DPs, POs, change orders, and credit cards. 10%

Review and prepare all Ordnance and Warehouse inventory charges for processing. 10%

Work with PIs to track budget versus expenditures and request extensions and additional funding as needed through the SPA office. 5%

Prepares internal and external financial reports as needed or required. 5%

Complete close-out process. 5%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting | Business Administration/ Management | Finance | Engineering with a concentration in Accounting. Business. Finance, Procurement, or equivalent. A minimum of 12 hours in accounting required. One or more courses in contract or business law required. Computer experience including spreadsheet, database management and word processing applications. Strong oral and written communication skills. Use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Ability to work and adapt under a highly regulated and constantly changing environment and schedule own workload to meet deadlines. Focus on detail and ability to overcome errors. Ability to participate in work assignments under the supervision of higher level employees. A pre-employment drug screen required upon hire.

**DESIRED QUALIFICATIONS:**

Experience in Banner accounting system. Knowledge in contract management, grants administration and/or audit of sponsored programs. Working knowledge of 200 CFR-Uniform Guidance, FAR and State of NM Regulations.

**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 5%	Sitting 80%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)