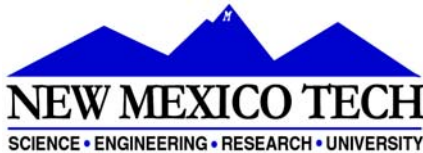


Posted: May 10, 2018



POSITION ANNOUNCEMENT

TITLE: SPECIALIST II

DEPT: BUSINESS OFFICE/ ACCOUNTS PAYABLE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.75- \$15.00

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

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:

Receives and reviews all incoming vendor invoices. Routes invoices to appropriate department for payment. Maintains log of paperwork returned or sent to other offices for any reason. Maintains files and performs other clerical duties as assigned, Sends follow-up requests on invoices that are not promptly returned for payment. Reviews all vendor statements and initiates the process to resolve outstanding invoices. Works with vendors on dispute and proper application of payments. Maintains the log of any paperwork returned or sent to other offices for any reason. Reviews all direct payment documents for completeness and accuracy. Compiles and audits all payment packets. Determines appropriateness of any tax, credit memo, and/or discounts. Ensures all payments in compliance with University's policies and procedures. Initiates correspondence with originating department to correct or adjust any areas not meeting requirements. Performs other duties as assigned. Enter all payments into financial systems, including BDM scanning, Processes special checks (any check requiring expedited handling) including monitoring approval, notifying Financial Operations to print check, notifying the department when check is ready for pick up or other instructions and initiating the fee to be charged. Matches payment documents with checks. Responsible for complete file packages and reviewing information for mailing. Stamp all invoices as paid. Provides assistance to departments and vendors with any problems or questions regarding payments. Provides back-up support to Accounts Payable Office staff as needed.

REQUIRED QUALIFICATIONS:

Formal diploma/ certificate/ degree program 6-18 months after High School in Accounting; OR six (6) credit hours in college-level accounting from an accredited college/ university (credit hours can be waived for directly applicable experience, Two years' experience = three credit hours) OR Five (5) years' progressive office experience required. Two (2) years Accounts Payable or related accounting experience required. Knowledge of accounting theory (the difference between debits and credits) required. Strong oral and written communication skills with students, faculty, staff, and vendors required. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Strong organizational skills required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Accurate 10 key calculator by touch required. Experience with NMT business processes and applications desired. Six (6) months Banner experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 054, Socorro, NM 87801-4796