POSITION ANNOUNCEMENT

**TITLE:** SPECIALIST II  
**DEPT:** BUSINESS OFFICE/ ACCOUNTS PAYABLE

**REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

**STARTING RATE or SALARY RANGE $11.50-$14.25**

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: July 28, 2021* 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 supervision ensure that all payments made on behalf of New Mexico Tech are accurately and efficiently processed in accordance with all New Mexico Tech, State of New Mexico, and federal policies and regulations. Performs various clerical and routine accounting tasks such as calculating, researching and verifying function in support of the University's Business Office and Accounts Payable Office and coordination of all outside entities and campus departments involved. Provide instruction and direction to campus departments to ensure control of PO payments are in compliance with all applicable federal and state regulations as well as NMT policies and procedures. Audits, enters and scans all purchase order documents. Review travel request and statements ensuring allowable expenses under current federal, state and institute laws, regulations, policies and procedures. Assist with receiving and reviewing all incoming vendor invoices. Route invoices to appropriate department for payment. Maintain log of invoices sent and received from departments. Sends follow-up requests on invoices that are not promptly returned for payment. Maintaining files and other clerical duties as assigned. Process travels to Banner for Encumbrance and Payment, including BDM scanning. Process special checks (any check requiring expedited handling) including monitoring approvals, 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. Process travel statements and process for payment. Maintain travel tracking spreadsheet. Assist faculty, staff and students with questions or problems. Maintains the log of any paperwork returned or sent to other offices for any reason. Reviews all 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 policies and procedures. Performs other duties as assigned. Initiates correspondence with originating department to correct or adjust any areas not meeting requirements. Matches payment documents with checks. Responsible for complete file packets and reviewing Information for mailing. Stamp all invoices as paid. Exercises accounting control and monitoring of campus encumbrances and expenditures.

**REQUIRED QUALIFICATIONS:**

Formal diploma/certificate/degree program 6-18 months after high school. Area of study: Accounting or six 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 years progressive office experience. Two years Accounts Payable, Travel or accounting field related experience required. Knowledge of accounting theory (the difference between debits and credits) required. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner under favorable and unfavorable circumstances required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Strong organizational skills required. Accurate 10 key calculator by touch required. Two years' experience in spreadsheet and word processing applications required. Strong oral and written communication skills with students, faculty, and staff required. Experience in advising personnel on policies and procedures required. Six months Banner experience desired. Experience with NMT business processes and applications desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 136, Socorro, NM 87801