

Posted: April 18, 2023



POSITION ANNOUNCEMENT

TITLE: SPECIALIST II/ ACCOUNTS PAYABLE & TRAVEL **DEPT:** BUSINESS OPERATIONS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE 16.25-\$18.00

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: April 26, 2023* 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 of the Manager of Accounts Payable and Travel, ensures 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 Operations, Accounts Payable and Travel Office and coordination of all outside entities and campus departments involved.

JOB FUNCTIONS:

Provide instruction and direction to campus departments to ensure controls 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. Exercises accounting control and monitoring of campus encumbrances and expenditures. 20%

Receive and log all Direct Payment forms through Dynamic Forms. Review all Direct Payment documents for completeness and accuracy. Determine appropriateness of any tax, credit memo, and/or discounts. Ensure all payments comply with University policies and procedures. Return payment documents to originating department to correct or adjust any areas not meeting requirements. Maintains Dynamic Forms accounts payable database. 20%

Receive and review all incoming vendor invoices. Route invoices to appropriate department for payment. Send follow-up requests on invoices that are not promptly returned for payment. Maintain invoice and payment document file bins. 20%

Prepare, review and file check runs. Process special checks. Assist with training faculty, staff and students on accounts payable and travel processes and procedures. Assist faculty, staff and students with questions or problems. Performs other duties as assigned. 20%

Assist with routing, printing and logging travel documents from Dynamic Forms. This includes reviewing travel requests and statements ensuring allowable expenses under current federal, state and institute laws, regulations, policies and procedures. Assist with processing travel statements for payment and scanning documents into BDM. Assist with maintaining the Dynamic Forms travel database. Assist in maintaining travel files. 20%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Three years' experience in an office environment or related experience. Two years' experience in spreadsheet and word processing applications. Experience in advising

personnel on policies and procedures. Strong oral and written communication skills with students, faculty, and staff. 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. Must maintain confidentiality, good communications skills, and positive work attitude. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines. Strong organizational skills.

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school. Experience with NMT business processes and applications. Banner, Argos and Dynamic Forms experience.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 60%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu