POSITION ANNOUNCEMENT

TITLE: Specialist/Travel

DEPT: Business Office

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $10.25-$12.50

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: June 13, 2017* 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:

Responsible for coordinating travel for campus departments and students to 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. Under general supervision, performs various accounting tasks such as calculating, researching and verifying function in support of the University’s Business Office, Travel Office and Accounts Payable. Review travel requests and statements ensuring allowable expenses under current federal, state and institute laws, regulations, policies and procedures. Process travel statements and process for payment. Maintain travel tracking spreadsheet. Assist with Accounts Payable when necessary. Assist faculty, staff and students with questions or problems regarding travel and travel requests. Exercise accounting control and monitoring of campus encumbrances and expenditures.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms required. High School (or GED) level ability in spelling, grammar, basic composition and math required. Formal diploma/certificate/degree program of 6-18 months after high school in Business, 3 credit hours accounting or two years experience. Two years experience in travel or related accounting fields required. Two years experience in spreadsheet and word processing applications required. Strong oral and written communication skills required. Knowledge of accounting theory required. Strong organizational skills required. Ability to deal tactfully with students, staff and faculty under favorable and unfavorable circumstances required. Ability to work under time constraints and deadlines required. Experience in advising personnel on policies and procedures desired. Six months Banner experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall, Box 073, Socorro, NM 87801-4796