POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN
DEPT: BUSINESS OFFICE/ACCOUNTS PAYABLE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐
STARTING RATE OR SALARY RANGE: $11.25 - $14.00
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

JOB DUTIES:
Responsible for audit, entry and B.D.M.S. scanning and indexing of P.O. documents and check run indexing. Process special checks (any check requiring expedited handling) including monitoring approvals, notifying Financial Operations, the department and initiating service charges. Ensure all payments involving equipment of fix assets are entered in compliance with Banner Fixed Assets requirements Consult with property staff as needed. Provide guidance to staff with adjustments, exception or other issues that affect the payment process. Provide instruction and direction to campus departments to ensure control of P.O. payments and compliance with all applicable federal and state regulations as well as NMT policies and procedures. Direct liaison with for issues related to the payment of institute’s debts: including facilitating communications between campus departments and vendors, resolving disputes and ensuring accurate and efficient processing of all invoices. Receive and review all incoming vendor invoices. Route invoices to appropriate department for payment. Maintain log of invoices send and received for departments. Send follow-up requests on invoices that are not promptly returned for payment. Maintaining files and other clerical duties as assigned. Exercise accounting control and monitoring of campus encumbrances and expenditures. Provide back-up support to AP Office Supervisor as needed. As backup to Travel Office review travel request 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. Process all travels to Banner for Encumbrance and Payment. Assist faculty, staff, and students with questions or problems regarding travel and travel requests as required.

REQUIRED QUALIFICATIONS:
Associate’s degree or completion of program of 18+ months after high school in Accounting or related field. Including 6 credit hours of accounting, (up to 3 credit hours of the accounting credits may be waived for appropriate experience.) One year experience in spreadsheet and word processing applications required. Strong oral and written communication skills with students, faculty, and staff required. Knowledge of accounting theory (the difference between debits and credits required.) Strong organizational skills required. Ability to deal tactfully with students, staff, faculty and vendors under favorable and unfavorable circumstances required. Ability to work under time constrains and deadlines required. Six months Banner Experience desired. Strong working knowledge of Adobe Professional and Excel formulas desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 019, Socorro, NM 87801-4796