POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN (3) DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $11.75
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:
Assist in the maintenance of accounts. Assist with budget preparation and monitoring of account activity. Coordinate with the EMRTC financial staff regarding transactions, policies, and procedures. Assist professional personnel in data collection, research, and preparation of various accountings schedules using an acceptable accounting format. Support Travel, Payroll, General Accounting and Payables.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Four years of accounting related experience with a public firm or a university required. Six hours or equivalent technical training in accounting required; 2 years’ experience in double entry accounting equals 3 hours of technical training required. Computer experience including spreadsheet and word processing applications required. Strong oral and written communications skills required. Must have ability to participate ion work assignments under the supervision of higher-level employee required. Must have ability to work independently on assignment of standard difficulty required. Must be able to read and interpret materials such as policies and procedures required. Valid New Mexico Driver’s License required. Security Clearance-Secret Level required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 182, Socorro, NM 87801-4796