POSITION ANNOUNCEMENT

TITLE ACCOUNTING CLERK - CASHIER
DEPT BUSINESS OFFICE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $9.50 - $11.80
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:

REQUIRED QUALIFICATIONS:
Must be able to read and comprehend instructions, write information and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Must have accurate data entry skills and 10 key calculator by touch. Six months teller experience or equivalent position involving balancing of daily cash receipts and disbursements, and preparation of bank deposits required. Background and reference supporting integrity and dependability appropriate to handling of cash required. Must have the ability to work independently on assignment of standard difficulty. Must have the ability to work under time constraints and deadlines. Must have the ability to deal tactfully and effectively with Tech staff, faculty and students in a courteous and professional manner under favorable and unfavorable circumstances. Must be extremely well organized, work under limited supervision, time constraints and meet deadlines. Must have the ability to work with departments outside of business office, and be detail conscious and willing to research facts and correct errors.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 140, Socorro, NM 87801-4796