POSITION ANNOUNCEMENT

TITLE: RESEARCH ACCOUNTANT

DEPT: EMRTC

REG ☐ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $37,360 - $46,700

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:

Post-Award Tasks:
Assist in administering financial matters for contracts and grants. Reviews expenditures requests ensuring allowability under current federal, state and institute laws, regulations, policies and procedures, involves research and interpretation of complex reference material. Assists and advises PI's in administrative and financial affairs. Prepares internal and external financial reports as needed or required. Monitors compliance with established internal control system. Prepare journal entries. Process and review Certifications for PI’s monthly. Complete close-out process.

Subcontract Administration:
Assist with formation of subcontract documents. Compliance review (A-133 requirement of pass through entity responsibilities). Assist with subcontract administration. Assists EMRTC groups and Restricted Funds staff in data collection, research of FAR, OMB A-21 or other regulations, policies or procedures involved in ensuring compliance, preparation of various schedules for internal use, or as requested by federal or private auditors.

REQUIRED QUALIFICATIONS:
Bachelor's degree required in Accounting, or Business or Engineering with a concentration in accounting, finance, procurement, or equivalent. One or more courses in contract or business law required. Computer experience in database, MS Access, MS Excel, and MS Word required. Strong oral and written communication skills required. Use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees required. Knowledge in contract management, grants administration and/or audit of sponsored programs desired. Working knowledge of OMB Circular A-21, A-133 and Federal Acquisition Regulations (FAR) required. Ability to work and adapt under a highly regulated and constantly changing environment and schedule own workload to meet deadlines required. Must have a valid New Mexico driver’s license. The position requires the ability to obtain a Department of Defense Security Clearance after employment.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 024, Socorro, NM 87801-4796