POSITION ANNOUNCEMENT

TITLE: SENIOR ACCOUNTING ANALYST
DEPT: BUSINESS OFFICE
REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE OR SALARY RANGE: $46,280- $57,824
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: December 12, 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:
Performs a wide variety of analytical duties to include finance related matters in support of the Controller. Develops Argos reports for financial reporting. Prepares ad hoc reports using Argos for reporting and audit requests. Reviews and reconciles the general ledger including assets, liabilities, revenue, and expenses for the financial statement preparation. Reconciles the Payroll liability accounts and researches and resolves discrepancies. Assists with calculating the fringe benefit rates. Collects and analyzes metrics data. This position assists with policy development, update, and document procedures, as well as interface with various departments for ensuring smooth operations. Remains knowledgeable and current through self-directed professional development. Assists with Banner finance maintenance and training others on Banner finance, including providing training materials and documentation kept current. Plays a key role in special projects and implementation of new systems and procedures. Maintains internal control and safeguards of New Mexico Tech and enforcement of internal procedures and controls. Establishes controls, monitoring results, and collaborating with others to modify and adapt processing methods and reporting in response to changes in regulations. Updates and maintains Banner fixed assets with building, land, improvements, infrastructure, and software information currently in Excel worksheets. Prepares year-end closing entries for fixed assets including library year-end adjustments and construction work in progress. Responsible for accurate postings of capitalized fixed assets transactions to the financial system. Responsible for reconciling fixed asset records with the general ledger. Develops and maintains systems for ensuring operating and general ledger are accurate and balanced with the fixed assets database. Generates quarterly and year end reports for Construction Work in Progress (CWIP) and resolves discrepancies. Analyzes and reports differences in equipment operating ledger balance and equipment general ledger balance on a regular basis. Research and query project managers of construction projects to define asset type and timeline estimates for completion. Assists Property Office with researching problems and correcting fixed asset records including catching up depreciation on major assets, verification and corrections of capitalization indicators, correcting capitalization errors and other issues as necessary. Assist with audits including the preparation and collection of audit data, charts, tables and other exhibits as requested. Responds to all audit requests. Develops a competent and efficient office and assigned staff by supervising, assigning, and monitoring their tasks, and preparing employee performance evaluations. Facilitates a work environment that encourages learning.

REQUIRED QUALIFICATIONS:
Bachelor's degree required in Business or related field plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting) 6 hours may be waived for experience (1 year experience =3 hours). Supervisory experience of personnel, which including work allocation, training, enforcement of internal procedures and controls, and problem resolutions; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance required. Ability to deal tactfully and effectively with Tech staff, faculty, students, and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Strong analytical skills required. Five years accounting experience, including ledger reconciliation and development of procedures required. Team work and interpersonal skills, strong verbal and written communications skills required. Experience with the Argos or similar reporting system required. Experience with Ellucian Banner or equivalent required. Experience with NMT business processes and applications desired. Master's in accounting or related field desired. 3 years (or more) directly related high education experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 183, Socorro, NM 87801-4796