POSITION ANNOUNCEMENT

TITLE: SUPERVISOR/BUSINESS OPERATIONS
DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $40,581 - $50,731

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:
Direct supervision of Business Operations staff including hiring, training and evaluation. Ensure cross-training for all Business Operations positions and problem resolution. Oversee and participate in the generation of monthly status reports and presentations for management. Responds to inquiries and researches and resolves problems related to transactions handled by EMRTC; serves as liaison with other affiliates in the resolution of day-to-day administrative and operational issues. Responsible for the review, approval and processing of payroll, and purchasing; ensures compliance with university, state, and federal policies and regulations. Negotiates and administers various purchasing contracts/agreements, included but not limited to Master Agreements, Leases, Purchasing Agreements, Licenses, Pricing Agreements and general terms and conditions. Exercise accounting control for assigned accounts to insure adherence to all NMT policies and procedures. This includes approval of Travel, Purchase Orders, journal vouchers, miscellaneous corrections and adjustments, etc. Other duties as assigned.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required in Business Administration, 15 credit hours in accounting minimum. 1 Course in Contract/Business Law and 1 Course in Business Systems Computing/Programming. Demonstrated knowledge of NM Procurement Code required. Knowledge/understanding of administrative regulations applicable to university assistance and acquisition including OMB Circulars and FAR required. Knowledge of contract law as it relates to a non-profit educational institution required. Must have computer experience including spreadsheet, database management and word processing applications required. Must have strong oral and written communication skills. Must be able to use professional judgment and discretion in dealing with external agencies. Must have ability to work with guidance and assistance of higher-level employee. Must have ability to work independently on assignment of standard difficulty. Knowledge of accounting principles, practices and procedures. Must be able to read and interpret complex materials such as regulations, legal interpretations and audit reports and documentation of internal control systems. Ability to work and adapt under a highly regulated and constantly changing environment required. Ability to work under time constraints required. Ability to supervise and train employees including organizing, prioritizing and scheduling work staff required. Transcripts required. This position requires a Department of Defense security clearance through Secret to be obtained within a reasonable amount of time after employment. Must have a valid NM driver’s license.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 015, Socorro, NM 87801-4796