

Posted: February 6, 2018



POSITION ANNOUNCEMENT

TITLE: ACCOUNTANT II

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$39,000- \$48,672

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: February 14, 2018* 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:

Under general Supervision, provides pre-award administrative and technical guidance and support to EMRTC First Responders Program. Monitor post-award administrative matter utilizing current federal, state, and NMT laws, regulations, policies and procedures. This position is fully funded under the First Responders Training Grant.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in Accounting, Business, or Engineering with a concentration in accounting, finance, procurement, or equivalent. One or more courses in contract or business law required. Computer experience including spreadsheet, database management and word processing applications to include experience in Banner accounting system required. Strong oral and written communications 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) desired. Ability to work and adapt under a highly regulated and constantly changing environment and schedule own workload to meet deadlines required. Valid NM Driver's License required. This position requires a Department of Defense security clearance through Secret to be obtained after employment. A pre-employment drug test required upon offer.