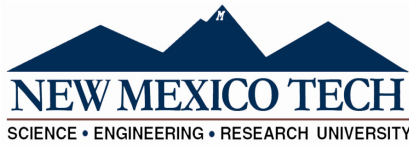


Posted: April 1, 2026



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING ANALYST

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$48,672 - \$55,973

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 04/10/2026*

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 SUMMARY:

The Accounting Analyst is responsible for providing financial and administrative support for contract and operational activities. This position monitors contract financial status, reviews departmental transactions for compliance with institutional policies, prepares financial adjustments, and supports inventory and reporting functions. The role works closely with internal staff, principal investigators, and Associate Director for Finance to ensure accurate financial records, proper documentation, and timely contract closeout.

JOB FUNCTIONS:

Contract Financial Management

- Prepare and maintain monthly contract status reports.
- Perform final financial review of contracts to ensure accuracy and compliance prior to closeout.
- Initiate and coordinate contract closeout processes in accordance with institutional and sponsor requirements.

Transaction Review and Approval

- Review and approve departmental financial documents and transactions for compliance with institutional policies and funding requirements.
- Transactions include requisitions, purchase orders, change orders, direct pay, purchasing card transactions, travel documents, and work orders.

Journal Entries and Cost Transfers

- Prepare and process Journal Vouchers (JV) and Payroll Journal Vouchers (PJV) to correct accounting records and process cost transfers.
- Ensure proper documentation and justification are included with all financial adjustments.

Inventory Management

- Maintain and update ordnance and warehouse inventory records in the inventory tracking system.
- Perform quarterly and year-end inventory reconciliations.
- Generate year-end inventory reports from the database and ensure accurate documentation.

Check Disbursement

- Maintain departmental check register records and disburse checks to departmental employees

General Dynamics Contract Invoicing

- Prepare and issue monthly invoices for General Dynamics contracts.
- Submit invoices to Sponsored Projects Administration (SPA) for processing and tracking.

Administrative Support

- Serve as backup support for invoices routing to Campus.
- Provide backup support for campus document delivery (“campus run”) when necessary.

Other Minor Tasks as Assigned

REQUIRED QUALIFICATIONS:

Bachelor's Degree: Area of study: Concentration in accounting or equivalent (concentration = Intro to Financial Accounting plus 12 additional hours in accounting), or a minimum of 7 years accounting related experience. 1 year experience can be substituted for three credit hours. Experience reviewing financial transactions and maintaining accurate financial records. Knowledge of accounting principles and financial recordkeeping. Strong attention to detail and ability to review financial transactions for accuracy and compliance. Ability to manage multiple priorities and meet reporting deadlines. Strong communication and coordination skills when working with internal departments and external administrative offices. Proficiency in Microsoft Excel and other standard office software.

DESIRED QUALIFICATIONS:

Experience with contract accounting or sponsored research administration. At least two years or more accounting experience directly related to higher education. Familiarity with Banner financial systems.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	S
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing	Sitting 80%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu