Posted: **November 18, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: **BUSINESS MANAGER**

DEPT: **COST ACCOUNTING AND REPORTING**

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $70,720 - $77,792
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: 12/01/2026* 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:

Responsible for:

Service Centers - works with various departments to set up, monitor, assist with and verify associated rate structures for accuracy and compliance with federal guidelines.

Personnel Activity/Effort Certifications - assignment of federal cost functions to all funds associated with salary and wages, reconciling reports to payroll system, distribution and logging/follow-up of reports for federal audit compliance.

University Wide Space Utilization Survey - determines what departments all campus space belongs to and works with the department to correctly allocate cost functions for indirect facilities and administrative (F&A) cost recovery.

Works with facilities management and the campus planner to determine if any remodeling and or new construction will impact the space study and provides this information to the federal government each year and updates accordingly square footage and or full buildings within the survey.

Endowments - prepare donor statements to be distributed to outside donors and departments to show growth and appropriate use of funds.

Leases - Negotiates a portfolio of leases for the university, calculates associated costs for various land and building leases on campus and with the assistance of the SPA pre-negotiations manager, confirms legal language is acceptable.

Prepares invoices for applicable agencies. Allocates payments to various funds for expense recovery reimbursements.

Miscellaneous invoices pertaining to short courses, leadership conferences, donations and various other agency requested invoices.

Assists with:

Preparation of the facilities and administrative incurred cost submission (actual costs) and the forward pricing proposal (future costs) as needed.

Providing guidance, spending availability and compliance within various gift and grant, discretionary and short course funds.

All cost accounting standards (CAS) matters, including the university's accounting disclosure statement describing the university's cost accounting practices.

The university's audit liaison in preparing, requesting and providing various complex financial analyses, reports and source documents related to grant and contract and investment activities that are audited throughout the year including, but not limited to Financial Statements and Single Audit, FEMA reviews/site visits, Sandia and Los Alamos Labs, DCAA Incurred Costs, Forward Pricing Rate Proposal, Labor/Floor Review, Space Utilization Compliance, miscellaneous desk reviews and program specific audits pertaining to external grant and contract funding received by the university.

Investment accounting and compliance for approximately 150 campus investments, journaling quarterly earning allocating to 1 through 8 different asset classes at any given time.

Matters pertaining to F&A (overhead) return such as allowable costs, annual distribution, available funds.

Credit card and Banner approvals.

Establishing appropriate fund set up criteria.

Delegation of duties and miscellaneous assignments to admin staff and students.

Must have a good working knowledge of generally accepted accounting principles (GAAP), government auditing standards (GAGAS), cost accounting standards (CAS) federal acquisition regulations (FAR), defense federal acquisition regulations (DFARs), and code of federal regulations (2 CRF 200) pertaining to uniform administrative requirements, cost principles and audit requirements for federal awards.

JOB FUNCTIONS:

Audit liaison and associated audit activities as well as other duties assigned

Investment/endowment accounting

Lease negotiation and bookkeeping

Banner and Works approvals

Service Center activities

Fund set ups

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Business or related field plus a concentration in accounting (introduction to accounting plus 12 additional accounting hours). 6 hours may be waived for experience (1 year experience = 3). Banner.

Argos. Excel, Word and PowerPoint. Excellent leadership and interpersonal skills. Able to interpret and apply complex accounting processes. Ledger reconciliation and development of procedure.

DESIRED QUALIFICATIONS:

Five years (or more) accounting experience directly related to higher education.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu