Posted: June 26, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: BUSINESS OPERATIONS SPECIALIST

DEPT: ACCOUNTS PAYABLE/TRAVEL

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

STARTING RATE or SALARY RANGE $17.50 - $19.50
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: 07/08/2026* 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:

Under the general supervision of the Business Operations Manager, this position supports the University's Business Operations Office by administering travel and effort certification processes, performing routine accounting tasks, and maintaining accurate financial records. The role ensures compliance with institutional, state, and federal policies while coordinating with faculty, staff, students, and external entities to promote accuracy, efficiency, and accountability. In addition, the position assists the Business Operations Manager with assigned tasks and special projects as needed.

JOB FUNCTIONS:

Assists in administering the University's travel process by routing, printing, filing, and logging Dynamic Forms submissions; reviewing travel requests and statements for compliance with federal, state, and institutional policies; processing advances, prepayments, and reimbursements for travel; performing the travel check run; scanning documentation into BDM; maintaining the Dynamic Forms travel database and related files; and sending follow-up communications to travelers regarding pending reimbursement forms.

Assists in administering the effort certification process by preparing and maintaining activity reports, working lists, pivot tables, and certification logs to track grant and fund activity. Maintains outstanding certification lists, generates department reports, and communicates with principal investigators and departments regarding pending certifications. Logs, sorts, and files signed certifications to ensure accuracy, compliance, and audit readiness.

Assist the Business Operations Manager with assigned tasks and special projects.

Perform other duties as assigned to support the Business Operations Office.

REQUIRED QUALIFICATIONS:

High School diploma (or GED). One year of experience in an office environment or customer service position. Strong organizational skills with the ability to manage multiple tasks and priorities effectively. Strong oral and written communication skills for working with students, faculty, and staff. Ability to interact tactfully and effectively with staff, faculty, students, and the general public in a courteous and professional manner, even in challenging circumstances. Ability to maintain confidentiality and demonstrate a positive, professional work attitude. Ability to work effectively in a highly regulated and constantly changing environment. Two years of experience with spreadsheet and word processing applications. Detail-oriented with the ability to identify errors, inconsistencies, and compliance issues.

DESIRED QUALIFICATIONS:

Experience advising faculty, staff, or students on institutional policies and procedures. Experience with NMT business processes and applications.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 5%	Sitting 85%	Walking 5%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other 5%

Apply to: nmtjobapps@npe.nmt.edu