Posted: **November 13, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: CASHIER I - III **DEPT: BUSINESS OFFICE**

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

STARTING RATE or SALARY RANGE $15.50 - $17.82

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: 11/23/2026* 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 general supervision, responsible for data entry, cashiering functions and processing of payroll. Handles all cash receipts, prepares daily bank deposits for all accounts. Balances cash drawer daily. Disburses petty cash and maintains petty cash fund. Processes and monitors electronic ACH and credit card transactions. Performs other various teller duties. Serves as an informational resource to students and others regarding discrepancies, student account balances, respond to inquiries and provide information regarding related forms, applications, schedules, catalogs, etc. Processes and distributes payroll checks, vendor checks, and student refund checks. Enters AR Memo forms. Processes Journal Vouchers and AR memo forms for returned checks and rejected ACH transactions. Scanning incoming documents as received. Performs miscellaneous job-related duties as assigned including: Data entry, distribution of vendor and financial checks and sending notices on unclaimed checks. Filing of all related documents.

JOB FUNCTIONS:

Process all cash receipts and prepare daily bank deposits for all accounts.

Balance cash drawer and perform other various teller functions.

Disburse Petty cash and maintain petty cash fund. 5

Process and monitor ACH debit and credit card transactions.

Process and distribute payroll, accounts payable, and student refund checks.

Enter AR memo forms.

Process Journal Voucher and AR memo forms for returned checks and rejected ACH transactions

Perform miscellaneous job-related duties as assigned including data entry, scanning and filing documents and sending notices on unclaimed checks

Assist customers with student accounts questions and miscellaneous other inquiries

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math.
Formal diploma/certificate/degree program 6-18 months after high school or six credit hours in college-level accounting from an accredited college/university (credit hours can be waived for direct applicable experience: Two years of experience = three credit hours OR five years directly related Teller experience**.**
Accurate data entry skills and accurate 10-key calculator by touch.
5 years or more teller experience or equivalent position involving balancing of daily cash receipts and disbursements, and preparation of bank deposits.
Background and references supporting integrity and dependability appropriate to handling cash.
Must have the ability to work independently on assignment of standard difficulty.
Must have the ability to work under time constraints and deadlines.
Ability to deal tactfully and effectively with staff, faculty, and students in a courteous and professional manner under favorable and unfavorable circumstances.
Must be extremely well organized, detail conscious, and willing to research facts and correct errors.

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 60%	Walking 5%	Pulling 5%
Pushing	Lifting 10%	Stooping	Kneeling 5%
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu