Posted: November 4, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: CENTRAL ACCOUNTS RECEIVABLE ANALYST

DEPT: BUSINESS OPERATIONS

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

STARTING RATE or SALARY RANGE $43,680 - $52,853
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: 11/13/2026* 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 Manager of Internal Control, the Central Accounts Receivable Analyst is responsible for establishing, coordinating, and maintaining the University's centralized accounts receivable functions, excluding student and sponsored receivables. The position ensures the accurate and timely administration of receivables, supports effective billing and collection practices, and maintains compliance with University policies, applicable regulations, accounting standards, and internal control requirements.

JOB FUNCTIONS:

Accounts Receivable Implementation & Administration: Develop and maintain an intake portal or form for campus billing requests and supporting documentation. Establish and maintain centralized non-student accounts receivable processes within Banner. Additional duties as assigned.

Invoicing & Billing: Generate non-student, non-grant invoices based on departmental submissions. Verify appropriate revenue recognition and ensure consistent application of institution-wide payment terms.

Tracking & Collections: Monitor outstanding receivables, prepare aging reports, establish collection schedules, issue payment reminders and collection notices, and coordinate bad-debt write-off procedures.

Payment Processing & Cash Application: Process payments received through ACH, wire transfers, credit cards, and checks. Perform ledger batch posting and apply receipts to outstanding invoices.

Compliance & Reconciliation: Maintain accurate accounts receivable subledgers, prepare monthly reconciliation reports, and coordinate with General Accounting on month-end closing activities and deposits. Ensure compliance with internal controls and Payment Card Industry Data Security Standards (PCI DSS).

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Two or more years of experience in accounts receivable, accounting, billing, financial operations, or a related field. Proficiency in Microsoft Excel and standard office applications. Strong analytical, organizational, and problem-solving skills with attention to detail and accuracy. Ability to prioritize assignments, work independently, and meet established deadlines. Strong written and verbal communication skills and ability to work effectively with campus departments and external customers. Ability to maintain confidentiality and exercise sound judgment. Ability to interpret and apply University policies and applicable state and federal regulations.

DESIRED QUALIFICATIONS:

Bachelor's degree. Knowledge of accounts receivable procedures, billing, collections, account reconciliation, and process improvement. Knowledge of accounting principles, internal controls, and financial recordkeeping requirements. Experience with Ellucian Banner Finance, Argos, Dynamic Forms, or comparable financial systems and applications.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 65%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu