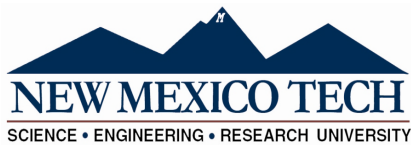


Posted: September 18, 2026



POSITION ANNOUNCEMENT

TITLE: COORDINATOR/BUSINESS OFFICE DEPT: BUREAU OF GEOLOGY

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: 09/29/2026* 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 Coordinator, Bureau Business Office provides financial and administrative support for the Bureau of Geology and Mineral Resources business office. This position processes Bureau payroll and travel requests and reimbursement requests, maintains the Bureau business office invoice system, processes journal vouchers (JVs) and payroll journal vouchers (PJVs), prepares payroll distribution forms, and supports processing of procurement documents in coordination with the Financial Analyst. The Coordinator, Bureau Business Office reviews departmental transactions for compliance with institutional policies and procedures, supports financial and administrative reporting functions, and works closely with internal staff, principal investigators, lab managers, and the Bureau Associate Director for Finance to ensure accurate financial records, proper documentation, and adherence to deadlines.

JOB FUNCTIONS:

Process Bureau payroll and prepare payroll distribution forms

Process journal vouchers (JVs) and payroll journal vouchers (PJVs) to correct, transfer, or reclassify financial transactions

Maintain the Bureau business office invoice system, ensuring timely routing and payment

Review and process travel requests and reimbursement requests for compliance with travel policy

Review departmental transactions for compliance with institutional policies and sponsor requirements. Provide financial/administrative support for contract and operational activities. Support financial and administrative reporting functions

Support processing of procurement documents in coordination with the Bureau coordinator

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, Business Administration, or related field. Plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience=3 hours and 3 years experience=6 hours). Payroll processing procedures. Journal voucher (JV) and payroll journal voucher (PJV) processing. Accounts payable / invoice processing systems R Institutional financial/accounting software (e.g., Banner). Spreadsheet software (e.g., Microsoft Excel). Travel reimbursement policies and procedures. Strong attention to detail and accuracy under deadlines. Written and verbal communication skills

DESIRED QUALIFICATIONS:

Grant and contract account monitoring. Procurement processes and documentation.

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 10%	Sitting 80%	Walking 5%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu