Posted: October 5, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: FINANCIAL AND DATA ANALYST DEPT: BUDGET AND ANALYSIS

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

STARTING RATE or SALARY RANGE $60,320 - $69,368
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: 10/04/2026* 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 direction, provides financial support to the Budget & Analysis office. Assists with position control for entire campus. Interacts with different departments and ensures quality control of the financial system. This position will assist the finance area with the gathering of data and reporting to outside agencies. Performs a wide variety of analytical duties to include budget related matters and financial reporting.

JOB DUTIES:

Researches, compiles and prepares financial and accounting data for studies and reports in a clear and concise manner. Prepares tables, slides, graphs, and charts to showcase data and trends clearly. Performs account reviews and audits

Serves as lead in gathering information and data for various reporting requirements to outside agencies. Works closely with the Institutional Research office.

Performs wide variety of analytical duties to include budget related matters and financial reporting to ensure financial system accuracy. Reviews routine monthly financial and budgetary reports for accuracy. Produces Budget Revision and Journal Vouchers as necessary.

Assists the office with the position control process. Works with the HR office to clear up discrepancies to ensure accuracy and equity.

Assists in the yearly budget cycle of preparing budgets, reporting actuals, advising on revisions, and helping with transparency. Includes reviewing banner online approvals.

Performs special assignments, projects and other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in Business, Accounting or other related field. Proficient in Microsoft Office products and experience with advanced functions including significant expertise with excel spreadsheets. Knowledge of accounting standards and basic financial operations. Ability to analyze complex multiple

transactions and apply accounting theory, policies and procedures, and regulations. Ability to maintain confidentiality of records and information. Experience with reading and interpreting fiscal and other types of administrative reports. Ability to interact in a professional, pleasant and enthusiastic manner with the university community and the public.Strong critical thinking and problem solving skills. Teamwork and interpersoal skills. Strong verbal and written communications skills. Demonstrated high level of accuracy, thoroughness and attention to detail. Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.

DESIRED QUALIFICATIONS:

Experience working with Banner or similar ERPs and Argos or similar reporting software. Fund accounting and budget experience in 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	

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 2%	Pulling 1%
Pushing 1%	Lifting 2%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching 1%	Other 1%

Apply to: nmtjobapps@npe.nmt.edu