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NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: SENIOR FINANCIAL ACCOUNTING SYSTEMS ANALYST

DEPT: BUSINESS OFFICE

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

STARTING RATE or SALARY RANGE Negotiable

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: Concurrent* 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 AVPAF and VPAF, the Senior Financial Accounting Systems Analyst performs advanced professional and technical work involving financial accounting systems, enterprise data and reporting, and complex accounting and compliance matters. The position serves as a senior-level individual contributor, providing technical expertise and guidance to Business Operations staff; supports financial reporting, enterprise system implementations and enhancements, GASB compliance, internal controls, and process improvement; and assists with documentation, knowledge transfer, and training to support organizational continuity. This position has no direct line supervisory responsibilities or transactional signature authority.

JOB FUNCTIONS:

Financial Systems Architecture, Reporting & Data Engineering: Serves as a senior functional and technical resource for Banner and other enterprise financial systems. Collaborates with ITC and campus stakeholders on system implementations, SaaS transition, enhancements, testing, and process modifications. Develops, maintains, and validates Argos and other financial reports; troubleshoots system and reporting issues; maintains system documentation; and supports data integrity and reporting solutions. Assists with internal and external financial reporting, financial statement preparation, and interpretation of financial information.

Technical Accounting Standards & GASB Compliance: Researches, analyzes, and assists with implementation of GASB standards and other accounting and financial reporting requirements. Maintains GASB coding and reporting structures within Banner and supports attribute-based financial reporting. Reviews complex accounting and reporting matters and assists with year-end closing, audit support, financial statement reporting, and Foundation accounting activities. Provides technical guidance regarding the application of accounting standards, policies, and procedures.

Internal Controls, Process Innovation & Special Projects: Evaluates accounting, financial, and operational processes to identify internal control concerns, inefficiencies, reporting gaps, and opportunities for improvement. Develops recommendations to strengthen controls, improve processes, reduce waste, and enhance operational effectiveness. Leads or assists with special projects involving financial systems, accounting processes, corpus estimates, leave liability strategies, and other institutional initiatives.

Documents key financial and operational processes and provides training and knowledge transfer to new and existing staff to support organizational continuity.

Advanced Compliance & Financial Analysis: Performs complex accounting, financial, and compliance analyses, including general ledger and reconciliation review, financial metrics and trend analysis, benefit-related adjustments, leave liability and accrual calculations, federal work-study benefit charge-backs, overpayments, and other specialized institutional calculations. Collaborates with external consultants and Institute staff on rate reviews, liability studies, and full-accrual accounting matters. Provides technical and advisory support to Business Operations, departments, and leadership regarding complex financial, accounting, compliance, and reporting matters.

REQUIRED QUALIFICATIONS:

Master's degree in accounting, finance, business administration, or a closely related field. Minimum of fifteen years of progressively responsible in accounting, financial systems, financial reporting, compliance, or related functions, with demonstrated experience applicable to the responsibilities of the position. Minimum of ten years of experience in governmental, higher education, or other complex regulated accounting and financial reporting environments. Demonstrated knowledge of GAAP and GASB standards and the ability to research, interpret, and assist with implementation of complex accounting and financial reporting requirements. Demonstrated experience with Argos or comparable enterprise financial systems, including financial reporting tools, data analysis, troubleshooting, and process improvement. Experience with Ellucian Banner or a comparable enterprise resource planning (ERP) system. Demonstrated knowledge of internal controls, business process analysis, documentation, and continuous process improvement. Advanced analytical and problem-solving skills, including the ability to analyze complex financial data, system processes, internal controls, and compliance requirements and develop practical recommendations. Ability to work independently as a senior-level individual contributor in a highly regulated and changing environment while managing multiple priorities, deadlines, and complex projects. Ability to work independently as a senior-level individual contributor in a highly regulated and changing environment while managing multiple priorities, deadlines, and complex projects.

DESIRED QUALIFICATIONS:

CPA, CMA, or other relevant professional accounting/financial certification. Knowledge of Institution financial systems, business processes, reporting structures, and applications. Experience with financial system conversions, SaaS implementations, system integrations, or major financial system enhancement projects. Experience implementing new GASB standards or other significant accounting and financial reporting requirements within an ERP environment.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 5%	Sitting 75%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 1	Other