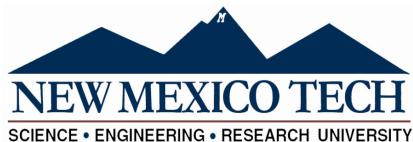


**Posted: February 11, 2026**



## POSITION ANNOUNCEMENT

**TITLE: STUDENT ACCOUNTS COORDINATOR**

**DEPT: BURSAR**

**REG  TEMP  FULL TIME  PART TIME**

**STARTING RATE or SALARY RANGE \$48,048 - \$54,000**

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: 02/20/2026\*** 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:**

Student Accounts Coordinator administers daily operations within the Student Accounts Office. This position is responsible for ensuring the accuracy and integrity of the University's student financial records while maintaining compliance with institutional, state, and federal regulations. The role involves direct student account management, third-party billing, regulatory reporting, software administration, and process improvement initiatives.

### **JOB FUNCTIONS:**

#### **Student Account Services**

- Administer day-to-day functions of the Student Accounts Office, ensuring high-quality customer service and accurate record-keeping.
- Assist students with financial matters related to registration, billing, payments, refunds, adjustments, holds, and deposits.
- Coordinate and approve student account corrections, charges, and manual refunds.
- Assist with maintaining and updating TouchNet systems to support billing, payment, and deferred payment plan functionality.
- Collaborate with Admissions, Financial Aid, Registrar's Office, and other departments to align processes with the University's mission.
- Present student financial information during events such as New Student Orientation to educate students on account policies and procedures.
- Assist with preparing and sending student bills and statements
- Help monitor past-due accounts and support collection efforts under supervision
- Other duties as assigned

#### **Third-Party Billing & Refund Assistance**

- Assist with billing for third-party sponsors and outside organizations
- Help process student refunds following university guidelines
- Communicate with third-party sponsors as needed

- Follow university, state, and federal guidelines related to student accounts
- Assist with basic reporting and recordkeeping, including tax-related forms (training provided)
- Support Non-Resident Alien (NRA) account processing as assigned
- Help identify issues and suggest improvements to office processes
- Remain up to date on changes in regulations and best practices through self-directed learning, conferences, and professional development opportunities.
- Foster a collaborative and educational environment for staff and students.

## **REQUIRED QUALIFICATIONS:**

Associate's degree or completion of program 18+ months after high school in Accounting or business related field or 4 years experience in a related field. Two (or Three) years accounting experience including reconciliation and development of procedures. Strong oral and written communication skills. Professional disposition with clear and effective communication skills and good independent judgement, as well as the ability to maintain strict confidentiality. Proficient in Microsoft Office applications, especially Excel. Ability to work independently on assigned projects.

## **DESIRED QUALIFICATIONS:**

Bachelor's Degree in Business 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) Supervisory experience. Experience in a university setting. Proficiency with student information systems (e.g., Banner), billing platforms (e.g., TouchNet), and reporting platform (e.g., Argos). Demonstrated experience with process improvement or systems implementation projects.

## **LIFTING REQUIREMENTS:**

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

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

## **PHYSICAL DEMANDS:**

|             |             |             |          |
|-------------|-------------|-------------|----------|
| Standing 3% | Sitting 70% | Walking 15% | Pulling  |
| Pushing     | Lifting 10% | Stooping    | Kneeling |
| Crawling    | Climbing    | Reaching 2% | Other    |

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)