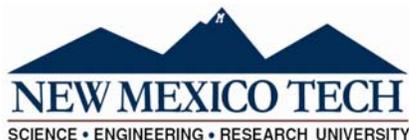


Posted: March 24, 2021



POSITION ANNOUNCEMENT

TITLE: ACCOUNTANT

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$37,440-\$43,000

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: 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 DUTIES:

Under supervision of the Senior Accounting Analyst provides customer service for faculty, staff, retirees, and students of New Mexico Tech. Provides support for the cashiers and accounts receivable. Accurate calculating, posting, generating and verification duties to provide primary financial data for use in maintaining accurate accounting, student and banking records in order to facilitate efficient daily operation of the business office. Accurately posts and processes student, faculty, employee, and retiree fiscal transactions. Performs various accounting duties in support of the reconciliation and monitoring of assigned New Mexico Tech bank accounts. This includes Payroll account reconciliation, daily bank balance downloads, completion of ACH transfers for payment to Vendor Accounts, download positive pay file download and transfers as necessary. Notifies Fiscal Reconciliation Specialist and Senior Accounting Analyst of anomalies in assigned reconciliation or banking transfers and assists in resolving those anomalies. Works with Senior Accounting Analyst to improve processes and banking inquiries. Process and reconciles New Mexico Tech retiree benefits. Maintain an organized filing system for retiree benefits and reconciling of records. Assists with maintaining the filing system for General Accounting, Business Office, and Accounts Receivable. Processes assigned data entry and reconciliations, including Graduate Deferred Payments (GDP), Payroll deferred supplements, and Tuition Waivers. Refers requests for advanced queries to supervisor or appropriate office. Be able to cogently answer audit questions about records responsible. Assists with resolving Accounts Receivable queries by retirees, faculty, staff, and students. Assists Cashiering, Accounts Receivable and Business Office during peak times. Maintains communication with departments, faculty, retirees, staff, and students. Assists the Controller on assigned projects, including lease accounting and other GASB implementations projects. Works with the Assistant Controller to provide backup to Accounts Payable, Travel, and Payroll and reconciling assigned accounts. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree 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). Must be proficient in Microsoft Office applications, especially Excel required. Must be able to communicate effectively, both verbally and in writing with supervisors, staff, faculty and the general public in a cordial manner under favorable and unfavorable circumstances required. Must maintain confidentiality, good communications skills, and positive work attitude required. Strong oral and written communication skills required. Ability to work independently in a highly regulated and constantly changing environment and under time constraints and deadlines required. Knowledge of accounts payable, payroll, accounts receivable, and NMT policies and procedures required. Experience with Ellucian Banner desired. Experience in a university setting desired.