

Posted: September 14, 2020



REVISED 9/14/20
POSITION ANNOUNCEMENT

TITLE: ACCOUNTING CLERK (2)

DEPT: BUSINESS OFFICE/ CASHIER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$9.80-\$11.80

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 general supervision, responsible for data entry, cashiering functions and processing of payroll. Process all cash receipts. Prepare daily bank deposits for all accounts. Balance drawer daily. Disburse petty cash and maintain petty cash fund. Process and monitor electronic ATM and credit card transactions. Performs other various teller duties. Process and distribute payroll checks. Perform miscellaneous job-related duties as assigned including, data entry, distribution of vendor and financial aid checks and sending notices on unclaimed checks.

REQUIRED QUALIFICATIONS:

Must be able to read and comprehend instructions, write information and complete simple forms. High school (or GED) level ability in spelling, grammar, basic composition and math required. Accurate data entry skills required. Accurate 10 key calculator by touch required. Six months teller experience or equivalent position involving balancing of daily cash receipts and disbursement, and preparation of bank deposits required. Background and references supporting integrity and dependability appropriate to handling of cash required. Must have the ability to work independently on assignment of standard difficulty. Ability to work under deadlines and time constraints. Ability to deal tactfully and effectively with Tech staff, faculty and students in a courteous and professional manner under favorable and unfavorable circumstances.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 077, Socorro, NM 87801