

**Posted:** December 14, 2020



**REVISED 12/14/20**  
**POSITION ANNOUNCEMENT**

**TITLE:** SENIOR ACCOUNTING TECHNICIAN

**DEPT:** BUREAU OF GEOLOGY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$12.75-\$15.90

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:**

The successful application will assist in maintaining records of fiscal and budgetary controls, ledgers, and other transactions, as part of the New Mexico Bureau of Geology business office. The position will also involve participation in preparation of a range of accounting records in support of Associate Director of Finance or other Bureau managers as well as preparation and processing of routine accounting data. Part of the job may involve research and reconciliation of accounts, preparing accounting and auditing reports and documents, and preparing journal vouchers and payroll journal vouchers. The applicant may specialize in a specific field of accounting such as payroll, accounts payable and receivable, travel, cash management and related fields, and may exercise supervision over student employees. The person who holds this position will interact with all members of the NMBG&MR staff on a near-daily basis, so excellent communication and interpersonal skills will be important.

**REQUIRED QUALIFICATIONS:**

Associate's degree or completion of program of 18+ months after high school in Accounting or a business related field. Area of Study: Concentration in accounting or a business related field including 12 credit hours of accounting. Up to 6 credit hours of accounting credits may be waived for appropriate experience, one year = 3 credit hours and 3 years = 6 credit hours. Three years' experience in an Accounting environment required. Knowledge of accounting theory (the difference between debits and credits) required. Strong oral and written communication skills with students, faculty, staff, and vendors required. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Strong organizational skills required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Accurate 10 key calculator by touch required. Experience with NMT business processes and applications desired. Six months Banner experience desired.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place, Brown Hall box 045 Socorro, NM 87801