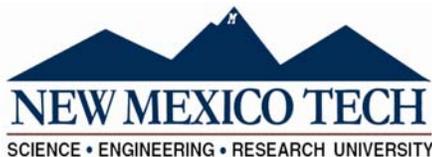


Posted: February 11, 2020



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$11.75 - \$14.70

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** February 19, 2020* 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 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. Other duties as assigned. 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.

REQUIRED QUALIFICATIONS:

Associates degree or equivalent (62 credit hours from an accredited institution of higher education) in business related field with 12 hours in accounting (6 hours may be waived for experience, 1 year experience for 3 credit hours and 3 years' experience for 6 credit hours) or five years' experience in an accounting environment maybe substituted for an associates. One year experience in spreadsheet and word processing applications required. Ability to deal tactfully and effectively with Tech staff, faculty, students and external Government agencies in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Strong organizational skills required. Must be reliable and punctual required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Knowledge of accounting theory (the difference between debits and credits) required. Knowledge of banking, accounts receivable, and NMT policies and procedures desired. Experience in operating banking software desired. Experience with Ellucian Banner or equivalent desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 022, Socorro, NM 87801-4796