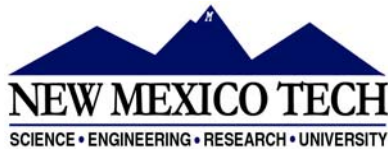


Posted: January 7, 2019



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN

DEPT: EMRTC

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:** January 15, 2019*

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, assist in maintain records of fiscal and budgetary controls, ledgers, and other transactions, participates in the preparation of various accounting records in either direct or indirect support of the EMRTC Groups. Prepares and processes routine financial documents and accounting transactions, reconciles accounting records, and analyzes routine accounting data. Will assist with Payroll, Purchasing, Accounts Payable, Travel, and other financial processes as assigned. May involve research and reconciliation of accounts, assist in preparing accounting and auditing reports and documents, and preparing journal vouchers and payroll journal vouchers.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Associate's degree or completion of program of 6-18+ months after high school. Area of study; Accounting or Business related field. Four years of accounting related experience with a public firm or a university required. Six hours or equivalent technical training in accounting required; 2 years' experience in double entry accounting equals 3 hours of technical training required.

Computer experience including spreadsheet and word processing applications required. Strong oral and written communications skills required. Must have ability to participate ion work assignments under the supervision of higher-level employee required. Must have ability to work independently on assignment of standard difficulty required. Must be able to read and interpret materials such as policies and procedures required. Valid New Mexico Driver's License required. Security Clearance-Secret Level required.