REVISED 9/6/18
POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN
DEPT: SPONSORED PROJECTS

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE OR SALARY RANGE: $11.00 - $12.75
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: 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:

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 required; Area of study Concentration in accounting or a business related field including 6 credit hours of accounting. Up to 3 credit hours of accounting credits may be waived for appropriate experience, one year =3 credit hours. Extraordinary attention to detail required. Must have computer experience including spreadsheet, database management and work processing applications, internet and modems. Must have strong oral and written communication skills. Must be able to use professional judgement and discretion in dealing with external agencies. Must have ability to work with guidance and assistance of higher-level employee. Must have ability to work independently on assignments of standard difficulty. Must be able to use broad knowledge of practices and procedures to handle complex assignments. Must be able to read and interpret complex materials such as agency payment regulations, audit reports and documentation of internal control systems. Ability to work and adapt under a highly regulated and constantly changing environment required. Ability to work under general supervision required. Ability to work under time constraints required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl., Brown Hall Box 068, Socorro, NM 87801-4796