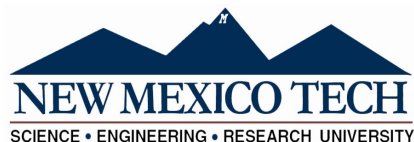


**Posted:** November 7, 2022



## POSITION ANNOUNCEMENT

**TITLE:** FINANCIAL & SYSTEM ANALYST

**DEPT:** BUDGET & ANALYSIS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$60,320-\$70,000

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:** November 15, 2022\* 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 SUMMARY:

Under general direction, provides financial and system support to the Budget & Analysis office. Maintains the Banner Finance System standard processes. Interacts with different departments and ensures quality control of the financial system. Assist the finance area with the gathering of data and with the developing of reports. Performs a wide variety of analytical duties to include budget related matters and financial system reporting.

### JOB FUNCTIONS:

Maintains all aspects of the Chart of Accounts, (FOAPAL). Responsible for individual banner user access setup. Maintaining the Banner approval queues. Assist with the audit of user access. 10%

Serves as technical resource in assisting banner users with trouble shooting and correcting issues; provides guidance on appropriate courses of action to resolve budget and financial reporting questions and problems. 10%

Performs wide variety of analytical duties to include budget related matters and financial reporting to ensure financial system accuracy. This includes account reviews, audits and trend analysis on accounts. Reviews, approves, and analyzes detailed budgets across the institution and communicates with departments as needed. 25%

Produces and enter budget revisions. Produces journal vouchers as required. Closes expired travel encumbrances in coordination with the travel and SPA offices. 15%

Works with IT staff to determine financial report necessity and assist in design of needed reports. 10%

Coordinates fiscal procedures with Associate Director to determine methods of improving fiscal procedures and reporting services provided. 5%

Ensures that month end financial procedures are carried out accurately and thoroughly throughout campus. Responsible for the annual year-end close process; ensures encumbrances are closed or rolled over to the next FY. 10%

Assists with budget preparation and all functions of the Budget & Analysis office; including the I-9 process for students. 10%

Maintains the Budget office website and provides back up assistance to the Associate Director of Budget when necessary. 5%

Performs special assignments, projects and other duties as assigned.

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Business or related field. 3 years of experience directly related to the function of this position. Proficient in Microsoft Office products and experience with advanced functions including significant expertise with Excel and the ability to learn new software programs. Strong technical ability, computer and data manipulation skills. Strong critical thinking and problem solving skills. Knowledge of accounting standards and basic financial operations. Ability to analyze complex multiple transactions and apply accounting theory, policies and procedures, and regulations. Ability to interact in a professional, pleasant and enthusiastic manner with the university community and the public. Teamwork and interpersonal skills. Strong ability to communicate effectively, both verbally and in writing, with the university community and the public under favorable and unfavorable circumstances. Experience with reading, interpreting, and analyzing fiscal and other types of administrative reports. Demonstrated high level of accuracy, thoroughness and attention to detail. Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.

**DESIRED QUALIFICATIONS:**

Master's Degree in Business or related field. Experience working with Banner or similar ERPs and Argos or similar reporting software. Fund accounting and budget experience in higher education. Experience with programming languages: Visual Basic, SQL, etc. Experience with Adobe Acrobat

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 75%	Walking 10%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching 1%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)