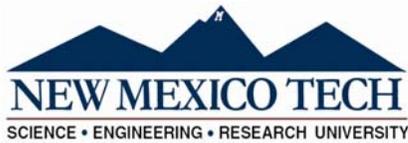


Posted: March 10, 2021



POSITION ANNOUNCEMENT

TITLE: MANAGER OF ACCOUNTS PAYABLE & TRAVEL

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,960-\$60,320

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: March 19, 2021* 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 of the Assistant Controller, oversees all aspects of the Accounts Payable and Travel Offices with outside entities and campus departments to ensure that all payments made on behalf of New Mexico Tech are accurately and efficiently processed in accordance with all New Mexico Tech policies and procedures and Federal and State regulations. Performs various tasks including the calculating, researching, and verifying functions in support of the University's Business, Accounts Payable, and Travel Offices. Reviews all payment documents for completeness and accuracy. Compiles audit payment packets. Keeps a log of any paperwork returned or sent to other offices for any reason. Monitors budget and expenditures for AP and Travel Office. Updates website as necessary, including evaluating office procedures and recommended changes as necessary to increase accuracy and efficiency. Maintains one-time payment files. Provides back up support for Accounts Payable and Travel staff as needed. Maintains current and archived Accounts Payable and Travel files. Prepares and enters all special hand checks including vendor and payroll transfers and special checks. Keeps log of voided checks, issues stop payments, order bank drafts, initiate wire transfers, apply credit memos. Oversees audit, entry and scanning of payment documents. Develops a competent and efficient Accounts Payable and Travel Office and other assigned staff by supervising, assigning and monitoring their tasks, and preparing employee performance evaluations. Facilitates a work environment that encourages learning. Determines appropriateness of any tax, credit memo and/or discount. Researches and corrects errors for re-entry. Supervises Accounts Payable staff including hiring, training and evaluation. Assigns workload and work priorities. Supervises Travel Office staff including hiring, training and evaluation. Assigns workload and work priorities. Orders supplies and forms as needed. Remains knowledgeable and current through self-directed professional development. Other duties as assigned. Initiate correspondence with originating department to correct or adjust any areas not meeting requirements. Periodically pulling checks from the shed for auditing purposes. Must be able to communicate effectively, both verbally and in writing with supervisors, staff, faculty and the general public in a cordial manner under favorable and unfavorable circumstances. Provides instruction and direction to campus departments to ensure control of payments and compliance with all applicable federal and state regulations as well as NMT policies and procedures. Provides guidance to NMT staff with adjustments, exception or other issues that affect the payment the payment process. Assists vendors and campus departments with problems or questions regarding payments. Provides departments and NMT employees with training as needed.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in business or related field plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience = 3) hours. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Strong oral and written communication required. Must maintain confidentiality, good communications skills, and positive work attitude required. Strong organizational and analytical skills required. Supervisory experience required. Must be proficient in Microsoft Office applications, especially Excel required. Ability to work independently on assigned projects required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Experience with payroll, procurement, accounts payable, and travel in a university setting desired. Experience with NMT business processes and applications desired. Experience with Ellucian Banner or equivalent and experience with the ARGOS or similar reporting system desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 026, Socorro, NM 87801