Posted: **July 15, 2020**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: FINANCIAL OPERATAIONS MANAGER **DEPT:** BUSINESS OFFICE

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $39,000-$57,200

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: July 23, 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 general supervision of the Bursar, the Financial Operations Manager provides assistance in the management control and reporting of financial information for the University, which includes managing the daily operation of General Accounting and Cashiers for the University. Ensures the compliance with all internal control policies and procedures, local, state and federal regulations and standard accounting and audit principles. Coordinates with the Accounts Payable, Business Office, Financial Aid Office, Payroll, Student Accounts, and other University Departments on all deposits and disbursements. Oversee preparation and data entry of documents for entry into the financial system including vouchers, accounts receivable memos, etc. Responsible for accurate posting of all batches to the financial system. Run month-end process and report errors to Sponsored Projects. Assists with audit requests. Oversees the supervision of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. Provides backup for employees, as well as assist other areas of the Business Office and General Accounting as needed. Responsible for maintenance of all office files, including reports, source documents, and paperwork generated by postings. Maintenance also includes scanning documents in Banner Document Management and archiving, as well as coordinating the documents ready for destruction. Responsible for the cash vault, supply of money to cashiers, and maintaining overall cash supply. Daily banking duties including delivering deposits to the banks. Maintains checks and related supplies. Prints payroll and vendor checks, including student accounts refunds. Enter and process bookstore charges and payments. Assist Bursar and Assistant Controller on daily reconciliations including Accounts Receivable balancing. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required. Facilitates a work environment that encourages learning. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in business or related field. Five years accounting experience required. Strong oral and written communication skills required. Supervisory experience required. Professional disposition with clear and effective communication skills and good independent judgment required. Ability to maintain strict confidentiality required. Experience in a university setting required. Must be proficient in Microsoft Office applications, especially Excel required. Ability to work independently on assigned projects required. Banner, TouchNet, and Argos experience or similar systems desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 084, Socorro, NM 87801