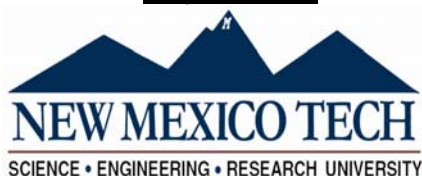


Posted: July 20, 2020



REVISED 7/20/20
POSITION ANNOUNCEMENT

TITLE: MANAGER/FINANCIAL SYSTEMS

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$50,960-\$63,648

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 DEPARTMENTAL 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:

The Financial Systems Manager will provide support to EMRTC's Associate Director of Finance and oversee the daily functions of the finance group. This position will assist with managing purchasing travel, payroll, contracts, and supporting the Engineering staff to monitor cost proposals. Assist with providing audits support for all internal and external audits. The FSM will have a proficient background in Banner and other financial reporting software. Must display current knowledge of cost accounting standards and generally accepted accounting principles.

REQUIRED QUALIFICATIONS:

Bachelor's degree required; area of study: Accounting, Business Administration, Management, Finance, Procurement desired plus a minimum of 12 hours in accounting required. Four (4) years of progressive accounting, finance, management experience desired. Experience in computer programming involving the generation of complex, detailed reports required. Two (2) years' of supervisory experience involving training, and performance evaluation required, Master degree may be used in lieu of experience. Computer experience including spreadsheet, database management, word processing applications, and internet research required. Strong oral and written communication skill required. Knowledge in contract management, grants administration and/or audit of sponsored programs desired. Working knowledge of 200 CFR-Uniform Guidance, FAR and State of NM Regulations desired. Ability to work and adapt under a highly regulated and constantly changing working environment required. Focus on detail and ability to overcome errors required. Ability to participate in work assignments under the supervision of higher level employee required. Knowledge of State of NM Procurement regulations and federal travel regulations desired. A Valid NM Driver's License required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl, Brown Hall Box 016, Socorro, NM 87801-4796