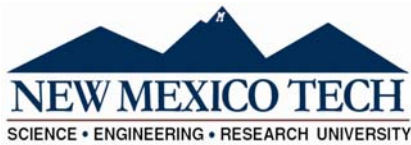


Posted: April 21, 2021



POSITION ANNOUNCEMENT

TITLE: PROCUREMENT CARD ADMINISTRATOR AND RECEPTIONIST **DEPT:** PURHCASING

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$12.50

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: April 29, 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:

Administration of NMT's purchase / gas card programs. Daily administration, filing and monitoring of existing and new purchase card files. Responsible for the monthly reconciliation of bank statements to the Works and Banner programs. Train new cardholders and assist card holders and merchants with problematic transactions. Interface with travel regarding the purchase cards used for travel. Responsible for creating and maintaining the NMT Bidder's List. Greet and directs visitors, schedule meetings, assists the director and associate director with administrative tasks and other duties as assigned by the director and associate director.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Computer knowledge in using Microsoft Office software required. Department reports created through Excel or Access required. Accounting experience desired. Knowledge of Banner software desired. Strong communication skills both oral and written required. Secretarial and clerical experience required. Computer Experience with on-line administrative banking institutions or similar business institutions required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 054, Socorro, NM 87801-4796