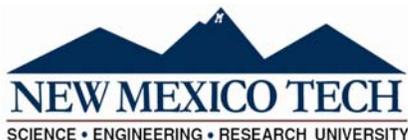


Posted: August 5, 2021



REVISED 8/5/21
POSITION ANNOUNCEMENT

TITLE: TRAVEL ANALYST I **DEPT:** BUSINESS OFFICE/ ACCOUNTS PAYABLE

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$36,920-\$47,590

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: 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:

Responsible for overseeing all aspects of travel to ensure that all payments made on behalf of New Mexico Tech are accurately and efficiently processed in accordance with all New Mexico Tech, State of New Mexico, and other regulations. Under general supervision of the Manager of Accounts Payable & Travel, performs various accounting tasks such as calculating, researching and verifying function in support of the University's Business Office and Accounts Payable/Travel Office. Reviews travel request and statements ensuring allowable expenses under current regulations, state laws and regulations, institute policies and procedures. Processes travel statements for payment. Maintains travel tracking spreadsheet. Keeps up to date with current Federal and State regulations. Makes recommendations for policy changes and revisions. Processes all travels to Banner for Encumbrance and Payment, including BDM scanning. Processes special checks (any check requiring expedited handling) including monitoring approvals, notifying Financial Operations to print checks, notifying the department when a check is ready for pick up or other instructions and initiating the fee to be charged. Assists faculty, staff and students with questions or problems regarding travel and travel requests. Assists with internal review and external auditors. Assist with Accounts Payable when necessary. Exercises accounting control and monitoring of campus travel encumbrances and expenditures. Matches payment documents with checks. Responsible for complete file packets and reviewing Information for mailing. Stamps all invoices as paid. Orders supplies and forms as needed. Updates website as necessary.

REQUIRED QUALIFICATIONS:

Bachelor's degree in accounting or equivalent. 12 credit hours of accounting or a minimum of 4 years accounting related experience. 1 year experience can be substituted for three credit hours. 3 years' experience may be substituted for 6 credit hours. **OR** Five years' experience with accounts payable and/or travel with extensive knowledge of specific systems, such as Ellucian Banner or similar. Must be proficient in Microsoft Office applications, especially Excel and Word required. Experience in advising personnel on policies and procedures required. Strong organizational skills required. Knowledge of accounting theory (the difference between debits and credits) required. Teamwork and interpersonal skills. Strong verbal, written communications skills and analytical skills required. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Two years' experience in accounts payable and/or travel related accounting fields desired. Experience with NMT business processes and applications desired. Experience with Ellucian Banner or equivalent desired. Knowledge of Federal travel regulations and international travel desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 137, Socorro, NM 87801