

Posted: April 15, 2020



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.75-\$14.70

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: April 24, 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:

The successful application will assist in maintaining records of fiscal and budgetary controls, ledgers, and other transactions, as part of the New Mexico Bureau of Geology business office. The position will also involve participation in preparation of a range of accounting records in support of Associate Director of Finance or other Bureau managers as well as preparation and processing of routine accounting data. Part of the job may involve research and reconciliation of accounts, preparing accounting and auditing reports and documents, and preparing journal vouchers and payroll journal vouchers. The applicant may specialize in a specific field of accounting such as payroll, accounts payable and receivable, travel, cash management and related fields, and may exercise supervision over student employees. The person who holds this position will interact with all members of the NMBG&MR staff on a near-daily basis, so excellent communication and interpersonal skills will be important.

REQUIRED QUALIFICATIONS:

Associate degree or equivalent (62 credit hours from a higher education institution) in a business related field with 12 hours in Accounting (up to 6 hours may be waived for experience) required. Three years' experience in an Accounting environment required. Experience in Microsoft Excel, Word and Access required. Ability to communicate tactfully and effectively with New Mexico Tech staff, faculty, students and external government agencies required. Strong organizational skills required. Must be reliable and punctual. Knowledge of Banner is desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place, Brown Hall box 045 Socorro, NM 87801