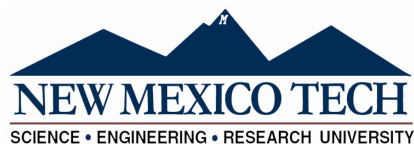


Posted: August 15, 2022



POSITION ANNOUNCEMENT

TITLE: BUSINESS OPERATIONS SUPERVISOR

DEPT: ITC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,000 - \$57,000

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: August 24, 2022*

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:

Provide assistance to the Director of Information Technology and Communication (ITC) in management, control and reporting of financial information for the department. Ensure compliance with Departmental and University policies and procedures, state and federal regulations of financial transactions. Assist in oversight of assigned areas of ITC and the design, implementation and maintenance of new and existing accounting processes and controls. Oversees and operates the billing to internal and external entities.

REQUIRED QUALIFICATIONS:

Bachelor's degree in business related field plus a concentration in accounting (introduction to accounting plus 12 additional hours in accounting) required. 6 hours may be waived for experience (1 yr. experience for 3 hours). May substitute 7+ years of progressive work experience in an enterprise business. Master's in accounting desired. Proficient in Microsoft Office products and experience with advanced functions including significant expertise with Excel spreadsheets required. Five years accounting experience, including ledger reconciliation and development of procedures required. Advanced written and verbal communication skills required. Supervisory experience required. Ability to work independently on assigned projects and must have strong analytical skills and problem solving abilities required. Strong critical thinking and problem solving skills required. Three or more years of experience working with Banner or related ERPs desired. Experience with Evisions Argos or similar reporting software experience desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 140, Socorro, NM 87801