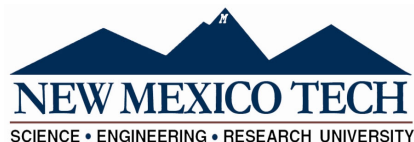


Posted: August 4, 2022



POSITION ANNOUNCEMENT

TITLE: FINANCIAL & OPERATIONS SPECIALIST (2)

DEPT: SOUTHWEST INNOVATION ALLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$38,000-\$40,000

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 15, 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:

Assists in maintaining records of fiscal and procurement processes/controls for the Southwest Innovation Alliance (SWIA) at New Mexico Tech. Processes routine financial documents and fund transactions, reconciles basic financial records and procurement cards, and analyzes routine financial data. Assists in the development, coordination, and maintenance of unit budgets, as appropriate. May serve as unit requisitioner or initiator of financial transactions. This position is based in Albuquerque, New Mexico on Kirtland Air Force Base.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Three (3) years of experience directly related to the duties and responsibilities specified, completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis required. Ability to calculate numbers, correct entries, and post to records required. Ability to perform simple accounting procedures desired. Ability to communicate effectively, both orally and in writing required. Ability to understand and apply University policies and procedures required. Ability to utilize an automated accounting system required. Ability to analyze, balance and/or reconcile financial data required. Ability to prepare financial reports, and/or update financial statements and/or projections required. Knowledge of general accounting principles desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 131, Socorro, NM 87801