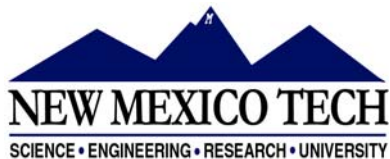


Posted: March 7, 2019



POSITION ANNOUNCEMENT

TITLE: SPECIALIST II

DEPT: BUSINESS OFFICE/PAYROLL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.00 - \$13.10

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: March 15, 2019 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:

Under general supervision of the Payroll Assistant Manager provides customer service for all employees of New Mexico Tech. Includes answering the telephone and responding to questions. Accurately maintains all employee payroll files, as well as locates and prepares documentation for internal and external reports. Maintains payroll records for 1,500 to 2,300 employees per year for audit, including confidential information. Maintains various payroll report files and organizes all documents. Provides record maintenance including the transfer to storage areas all related reports at year end. Orders office supplies. Assists with the preparation of payment information from payroll reports and submits for payment and maintains related files. Assist with the preparation of travel for Payroll staff. Performs other duties as assigned. Verifies payroll documentation for accuracy and determines how to proceed with processing the documentation. Refers requests for special payroll reports to supervisors. Notifies supervisor and employee of any action pending for payroll documentation and keeps track of these records and verifies once processed. Helps employees with questions about paychecks, leave records, and deductions. Maintains communication with departments and employees.

REQUIRED QUALIFICATIONS:

Area of Study: Formal diploma/certificate/degree program 6-18 months after high school or six credit hours in college-level accounting from an accredited college/university (credit hours can be waived for directly applicable experience. Two years' experience = three credit hours) or five years progressive office experience. Two years' experience in an office environment or related experience required. Knowledge of spreadsheet and word processing applications required. Must be able to communicate effectively, both verbally and in writing with supervisors, staff, faculty and the general public in a cordial manner under favorable and unfavorable circumstances required. Ability to deal tactfully and effectively with Tech staff, faculty, students and external Government agencies 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. Strong organizational skills required. Must be able to work flexible hours including occasional evenings and weekends required. Experience with NMT business processes and applications desired. Six months Banner experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 039, Socorro, NM 87801-4796