

Posted: November 30, 2017



POSITION ANNOUNCEMENT

TITLE: SPECIALIST/ACCOUNTS PAYABLE **DEPT:** BUSINESS OFFICE/ACCOUNTS PAYABLE

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

STARTING RATE OR SALARY RANGE: \$11.39

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:** December 8, 2017* 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, performs various clerical and routing accounting tasks such as calculating, researching and verifying function in support of the University's Business Office and Accounts Payable Office. Reviews paperwork for accuracy and compliance. Resolves discrepancies when necessary. Maintains the log of any paperwork returned or sent to other offices for any reason. Reviews all direct payment documents for completeness and accuracy. Compiles and audits all payment packets. Determines appropriateness of any tax, credit memo, and/or discounts. Ensures all payments in compliance with University policies and procedures. Processes voided checks including verifying the check has not cleared the bank, issues stop payments and re- establishes the payment if necessary. Provides assistance to departments and vendors with any problem or questions regarding payments. Matches payment documents with checks. Responsible for complete file packets and reviewing information for mailing. Stamp all invoices as paid. Provides back – up support to AP office supervisor as needed. Enter all payments into financial system, including BDM scanning. Processes special checks (any check requiring expedited handling) including monitoring approvals, notifying Financial Operations to print check, notifying the department when check is ready for pick up or other instructions and initiating the fee to be charged. Receives and reviews all incoming vendor invoices. Routes invoices to appropriate department for payment. Maintains log of invoices sent and received from departments. Maintains files and performs other clerical duties as assigned. Send follow-up requests on invoices that are not promptly returned for payment.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math required. Formal diploma/certificate/degree program of 6-18 month after high school, with an area of study in Business or related field & 3 credit hours in accounting OR 2 years' experience required. 2 years Accounts Payable or related experience required. Knowledge of accounting theory (the difference between debits and credits) required. Ability to deal tactfully and effectively with Tech staff, 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 and constantly changing environment and under time constraints and deadlines required. Accurate data entry and 10 key skills required. Experience with NMT business process and applications desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 181, Socorro, NM 87801-4796