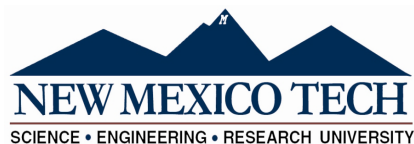


Posted: December 17, 2024



POSITION ANNOUNCEMENT

TITLE: MANAGER OF ADMINISTRATION & FINANCE **DEPT:** ICASA

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

STARTING RATE or SALARY RANGE \$70,000 - \$85,000

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: Concurrent* 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:

Oversees and administers programs, strategies, and initiatives designed to develop, enhance, and support the missions of ICASA. Oversees all internal and external business activities, accounting, finance, and grant administration. Coordinates the administrative activities of the post-award contracts and grants functions of all units within the Institute. Manages and coordinates facility and resource management, information services, and general department administration. Participates with the Director, senior staff and affiliated faculty in strategic and operational decision making as a member of the Institute's leadership team.

JOB FUNCTIONS:

Manages daily financial operations of ICASA; provides direct supervision to subordinate employees including planning, assigning, and organizing work and trains support personnel.

Oversees and coordinates the fiscal activity of the Institute, to include participation in development and management of operating budgets, contracts and/or grants administration, inventory management, payroll administration, travel, purchasing, reviews and reconciles monthly ledgers and reports for unit accounts, and assists with departmental fiscal planning.

Assists in and provides input to determining strategic objectives for the organization, including research, trend analysis, and compilation and provides a monthly budget report for the institute to the Director and Executive staff to include preparation of statistical, regular, and ad hoc reports; assists with program/project development.

Guides and facilitates faculty and staff in the development and preparation of research proposals, contracts, sub-contracts, and agreements, to include budgets, documentation, and interpretation of funding requirements.

Formulates processes and procedures for post-award administration and contract compliance.

Participates directly in formulation of Institute policies, ensuring that the fiscal practices are in compliance with university regulations, policies, and appropriate laws; interprets university and department policies, and advises faculty, staff, postdoctoral fellows, and students on their provisions.

Assists with Institute personnel planning; assists in the coordination of faculty, staff, and post doctorate recruitment and makes recommendations; has signatory authority for various personnel transactions; oversees and/or processes employment documents, and provides information on administrative procedures and requirements to prospective faculty, staff, post-doctoral fellows, and students; may coordinate the processing of faculty, and graduate assistant contracts, and/or hiring of additional part-time employees.

May provide administrative support and direction to the instructional, research, and service programs of the Institute including those at satellite locations.

May serve on various policy-making committees.

Contribute to the overall success of the department by assisting with various tasks as required, demonstrating a commitment to supporting programmatic objectives and organizational goals.

REQUIRED QUALIFICATIONS:

Bachelor’s degree in Business, Finance, Accounting, Public Administration, or related. 5 years’ experience in a similar position. Strong general accounting experience. Ability to gather data, compile information, and prepare reports, grants and proposals. Knowledge of academic accounting procedures involving procurement, travel, and/or employment. Knowledge of federal, state and/or community funding sources and mechanisms. Comprehensive knowledge and understanding of research pre- and post-award procedures and requirements. Ability to perform complex tasks and to prioritize multiple projects. Ability to provide technical advice and information to faculty and staff in area of expertise. Ability to develop and present briefings to a wide variety of audiences. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to travel occasionally to support program activities. Excellent verbal and written communication skills. Exceptional attention to detail. Excellent teamwork skills. Must be a US Citizen. Must be able to obtain and maintain a Top Secret/SCI level security clearance. Must have a valid NM Driver’s License.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

| | |
|-----------------|-----------------------|
| 0 - 15 pounds | <input type="radio"/> |
| 15 - 30 pounds | <input type="radio"/> |
| 30 - 50 pounds | |
| 50 - 100 pounds | |
| 100 + pounds | |

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|------------|
| Standing 15% | Sitting 70% | Walking 15% | Pulling % |
| Pushing % | Lifting % | Stooping % | Kneeling % |
| Crawling | Climbing % | Reaching % | Other |

Apply to: nmtjobapps@npe.nmt.edu