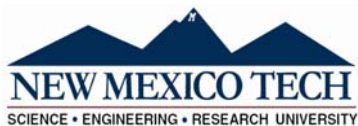


Posted: May 8, 2019



POSITION ANNOUNCEMENT

TITLE: ACCOUNTANT

DEPT: BUSINESS OFFICE/ PAYROLL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$33,280 - \$41,600

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: 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:

Under general supervision of the Payroll Manager, assist in the management, control, and compliance of all University's payroll information for all employees of New Mexico Tech. Accurately assists with monitoring, auditing, reporting and reconciling all payroll and benefit activity for 1,500 to 2,300 employees. Enters payroll data as required. Creates direct deposit records and transfers electronically to ACH Bank. Creates checks for processing by the Accounting Department. Creates general ledger offsets. Updates employee earnings and benefit information. Meet strict deadlines for payment of taxes. Creates all disbursement reports, payment requests, and vendor payments (monthly and biweekly). Reviews and/or prepares journal entries, invoices and budget revisions. Submits reports to various agencies. Keeps up-to-date with current Federal and State regulations. Monitors and reconciles all payroll related liability accounts. Monitors payroll budget and expenditures. Verifies all payroll withholdings and remittance to vendors. Verifies payroll data entry and checks labor accounts. Prepares adjustments of employee records, i.e. leave records, earnings, deductions, and salary. Balances payroll liabilities, including health and life insurance. Determines and initiates appropriate corrective action to resolve questions and/or problems. Analyzes and interprets information on labor data. Supervises time entry and verifies information from time cards and reports from remote entry sites. Verifies student hours are in compliance, overtime has proper approval. Verifies gross payroll, net payroll, and deductions. Serves as backup for other staff members in their absence. Performs other duties as assigned. Maintains communication with departments and employees. Assists internal review and external auditors. Assists with monitoring related imputed fringe benefits. Makes recommendation for policy changes and revisions. Helps employees with questions about paychecks, leave records, and deductions. Assists with internal control measures.

REQUIRED QUALIFICATIONS:

Bachelor's degree required Area of Study: Concentration in accounting or equivalent. 12 credit hours of accounting or a minimum of 4 years accounting related experience. 1 year experience can be substituted for three credit hours. 3 years' experience may be substituted for 6 credit hours. 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. Must be proficient in Microsoft Office applications, especially Excel required. Strong analytical skills required. Teamwork and interpersonal skills required. Strong verbal and written communications skills required. Experience with Ellucian Banner or equivalent and with the ARGOS or similar reporting system required. Experience with NMT business processes and applications desired. Advanced understanding of payroll tax regulations and the ability to manually calculate gross to net pay taking an employee's tax forms, voluntary deductions, and pre-tax deductions into consideration desired. Experience with an in-house payroll system with more than 100 employees desired. Fundamental Payroll Certification or Certified Payroll Professional desired.