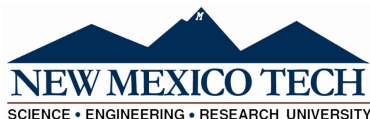


Posted: September 10, 2024



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN (2)

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.25-\$16.76

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: September 19, 2024* 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 SUMMARY:

Under general supervision, the Accounting Technician is responsible for supporting the financial operations of the First Responder Training Program by reviewing, verifying, and entering data from various source materials. This role involves identifying and reconciling data discrepancies, maintaining accurate records, and performing clerical or administrative tasks as needed. The Accounting Technician must adhere to established policies and procedures to ensure the integrity of the program and the confidentiality of instructor and student information.

JOBS FUNCTIONS:

Data Entry and Verification: 50%

Review and verify data from source materials, ensuring accuracy and completeness.

Enter data into the appropriate accounting systems or databases with a high degree of precision.

Identify and reconcile discrepancies in data input, working to resolve any issues promptly.

Records Maintenance: 30%

Maintain data entry requirements by following organizational policies and procedures.

Ensure all records are updated and accurately reflect the most current information.

Assist in maintaining the integrity and confidentiality of instructor and student information, adhering to data privacy regulations.

Clerical and Administrative Support: 15%

Perform clerical tasks such as filing, photocopying, scanning, and managing correspondence related to accounting functions.

Assist with the preparation of financial reports and documents as needed.

Provide administrative support to the accounting department, including scheduling meetings, handling inquiries, and managing office supplies.

Assist with First Responder Registration and other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. 1-2 years of experience in data entry, accounting or a related administrative role. Computer experience including spreadsheet and word processing applications. Strong attention to detail. Basic understanding of accounting principles and practices. Proficiency in using accounting software and Microsoft Office Suite (particularly Excel). Good organizational and time-management skills. Ability to maintain confidentiality and handle sensitive information with discretion. Effective communication skills, both written and verbal. Must have ability to work independently on assignment of

standard difficulty. Must be able to read and interpret materials such as policies and procedures. Valid NM Driver's License. A pre-employment drug screen required upon hire.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu