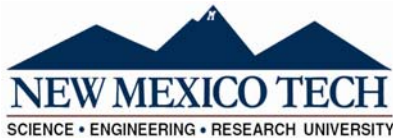


Posted: October 8, 2021



POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN (2)

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$14.00

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:** October 18, 2021*

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, assist in maintaining records of fiscal and budgetary controls, ledgers, and other transactions, participates in the preparation of various accounting records in either direct or indirect support of the EMRTC Groups. Prepares and processes routine financial documents and accounting transactions, reconciles accounting records, and analyzes routine accounting data. Will assist with Payroll, Purchasing, Accounts Payable, Travel, pre- and post-award, and other financial processes as assigned. Dependent on assigned responsibilities, may involve reviewing proposals, contract files, research and reconciliation of accounts, assist in preparing accounting and auditing reports and documents, and preparing journal vouchers and payroll journal vouchers. Depending on assigned responsibilities may assist with shipping and receiving and inventory entry and reconciliation.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Associate's degree or completion of program of 6-18+ months after high school. Area of study; Accounting or Business related field. Four years of accounting related experience with a public firm or a university desired. Six hours or equivalent technical training in accounting required. Computer experience including spreadsheet and word processing applications required. Strong oral and written communications skills required. Must have ability to participate in work assignments under the supervision of higher-level employee required. Must have ability to work independently on assignment of standard difficulty required. Must be able to read and interpret materials such as policies and procedures required. Must be able to read and interpret materials such as policies and procedures required. Ability to work and adapt under highly regulated, and constantly changing working environment required. A valid New Mexico Driver's License required. Security Clearance-Secret Level required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 191, Socorro, NM 87801-4796