Posted: <u>July 31, 2019</u>

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

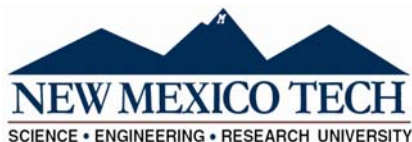**TITLE:** <u>ASSISTANT CONTROLLER</u>   **DEPT:** <u>BUSINESS OFFICE</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE <u>$68,796-$74,300</u>
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: <u>August 8, 2019</u>* 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 Controller, the Assistant Controller will perform advanced professional accounting work involving the application of accounting principles and practices to the resolution of a wide variety of complex accounting problems; serve as a high level individual contributor, providing expertise and lead work direction to other Accountants and Managers within the Business Office and university, ensuring that assigned accounting activities are carried out in accordance with established policies, procedures, generally accepted accounting standards; assist with the month-end and year-end close processes, year-end GAAP analysis and oversight of the Accounts Payable, Travel, and Payroll areas including general internal and external reporting for the University; work collectively with colleagues to provide innovative solutions to policies and processes; assist in system-wide implementations/modifications to the enterprise system support software; implementation and compliance of internal controls; and support the mission of the University. Assists the Controller in the oversite of the Bursar, Financial Services, and Fixed Assets Offices. Oversee the activities of Accounts Payable, Business Office, General Accounting, Payroll, and Travel, ensuring the accuracy and integrity of the University's accounting records and compliance with University, State and Federal policies and regulations. Assist the Controller in the oversite of the Bursar, Financial Services, and Fixed Assets Offices. Maintain internal control and safeguards of the University. Oversee the supervision of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. Remains knowledgeable and current through self-directed professional development. Assist with the development and implementation of policies and procedures consistent with the generally accepted accounting principles. Assures that the financial systems are working as expected and in compliance with federal and state laws, rules, and regulations by establishing controls, monitoring results, and collaborating with the Controller and IT to modify and adapt processing methods and reporting in response to changes in regulations and reporting needs. Responsible for troubleshooting daily issues and proactively identify weaknesses in processes and provide recommendations for continuous improvement. Play a key role in special project implementation of new systems and procedures.

REQUIRED QUALIFICATIONS:
Bachelor's degree required in business or related field plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience = 3) hours required. Three (or more) years accounting experience, including payroll, purchasing, ledger reconciliation and development of procedures required. Strong oral and written communication skills required. Supervisory experience required. Experience with payroll, procurement, accounts payable, and travel in a university setting required. Must be proficient in Microsoft Office applications, especially Excel required. Ability to work independently on assigned projects required. Master's in Accounting desired. Banner experience or similar system desired. Argos experience or similar system desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 138, Socorro, NM 87801-4796