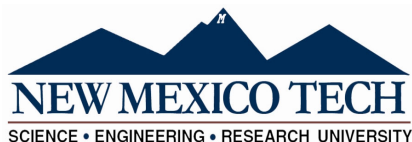


**Posted:** November 28, 2023



## POSITION ANNOUNCEMENT

**TITLE:** BUSINESS ADMINISTRATIVE SPECIALIST **DEPT:** SPONSORED PROJECTS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$37,440-\$42,512

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:** December 6, 2023\* 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 of the Director or Associate Director of Sponsored Projects, manage all Banner billing, external invoicing, and accounts receivable for sponsored projects which includes draw-down requests via phone or agency websites and daily posting of bank deposits. Assist with collection of outstanding invoices. Monitor billing on active projects. Prepare quarterly Federal Financial Reports. Manage the clerical and purchasing functions of the office. Responsible for all updates to the department website. Provide audit assistance to the Cost Accounting Department, and complete the annual Sandia Cost Claim audit directly tied to the invoicing function.

### JOB FUNCTIONS:

Prepare and submit monthly invoices which includes draw-down requests via numerous agency websites. Do daily batching of bank transactions. Print and file all invoices, remittance advices, and other award documents. Prepare quarterly Federal Financial Reports. Prepare DPs for refunds. 45%

Maintain invoice-tracking systems such as ACRN trackers and accounts receivable databases. Assist in tracking closed contracts for collection of outstanding balances. Run and distribute aging report as required. Log all closed awards, and rotate files into archive as needed. Coordinate the destruction of files beyond the retention period. 20%

Research payments for accurate distribution and ensure timely deposit with bank. Work with bank to obtain appropriate supporting documentation on wire payments. Reconcile payment suspense account. 10%

Assist with Grant and FUND setups in BANNER financial system, checking all new set-ups for data entry errors, setting up file folders, logging new awards and scanning all documents into BDMS. 10%

Provide audit assistance to the Cost Accounting Department including scanning requested documentation. Prepare and submit the Sandia Electronic Cost Claim, and any follow-up reconciliation. 10%

Maintain inventory of office supplies. Responsible for office PCard. Answer phones, open and log mail, greet visitors and assist with other clerical functions as requested. Update and maintain department website. 5%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting, business administration, business management or related field. Extraordinary attention to detail. Computer experience including spreadsheet, database management and word processing applications, and internet. Strong oral and written communication skills. Professional judgment and discretion in dealing with external agencies. Ability to work with guidance and assistance of higher-level employees, but also ability to work independently on assignment of standard difficulty. Ability to read and interpret complex materials such as agency payment regulations, audit reports and documentation of internal control systems. Extremely well-organized and able to work under time constraints with the ability to

schedule own workload and meet deadlines. Willingness to research facts and overcome errors. Ability to work and adapt under a highly regulated and constantly changing environment. This position will work with awards subject to Department of Energy Order 142.3A, and applicant may be required to provide information to the Department of Energy which, subject to validation and verification of the information submitted, results in the approval of the Secretary of Energy for access to Department of Energy sites or information.

**LIFTING REQUIREMENTS:**

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

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 3%	Sitting 70%	Walking 15%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)