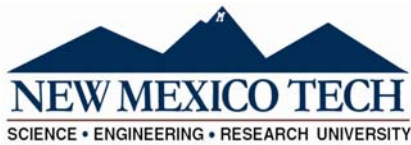


Posted: January 24, 2022



RE-OPEN 1/24/22
POSITION ANNOUNCEMENT

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

REG ☒ **TEMP** ☐ **FULL TIME** ☒ **PART TIME** ☐

STARTING RATE or SALARY RANGE \$37,440-\$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.

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: February 1, 2022* 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 Director and/or Associate Director of Sponsored Projects, manage all Banner billing, external invoicing, and accounts receivable for sponsored projects. Monitor billing on active projects. Prepare quarterly Federal Financial Reports. Manage the purchasing functions of the office. Responsible for all updates to the department website and providing clerical, purchasing and audit assistance to the cost accounting function of Sponsored Projects. Prepare and submit monthly invoices which includes draw-down requests via phone or agency websites. Prepare DP's for refunds. Maintain invoice-tracking system and accounts receivable database. Assist in tracking closed contracts for collection of outstanding balances. Run and distribute aging reports as required. 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. Assist with Grant and FUND setups in BANNER financial system, checking all new set-ups for data entry errors. Assist in preparation of journal vouchers and budget revisions, and assist with closeout entries. Answer phones, open and log mail, greet visitors and assist with other clerical functions. Maintain BDMS scanning of award documents.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in accounting, business administration, or other related field. Working knowledge of MS Excel, and Word required. Extraordinary attention to detail required. Computer experience including spreadsheet, database management and word processing applications, and internet required. Strong oral and written communication skills required. Professional judgment and discretion in dealing with external agencies required. Ability to work with guidance and assistance of higher-level employees required. Ability to work independently on assignments of standard difficulty required. Ability to use broad knowledge of practices and procedures to handle complex assignments required. Ability to read and interpret complex materials such as agency payment regulations, audit reports and documentation of internal control systems required. Ability to work and adapt under a highly regulated and constantly changing environment required. Extremely well-organized and able to work with minimal supervision required. Ability to work under time constraints required. Ability to work with departments outside of Business Office required. Willingness to research facts and overcome errors required. Ability to schedule own workload and meet deadlines required.