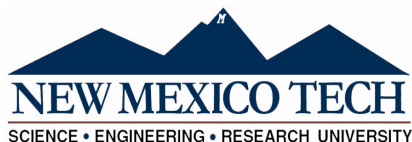


Posted: December 16, 2022



POSITION ANNOUNCEMENT

TITLE: FINANCIAL & ADMINISTRATIVE MANAGER **DEPT:** ACADEMIC AFFAIRS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$60,320-\$70,000

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: Concurrent* 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:

Overall administrative responsibility for supporting the activities of the Office of Academic Affairs, particularly related to timely and effective management of AA resources: budget development, administration and reconciliation; faculty/staff tracking and position reconciliation; facilities usage, repair, and renovation; revising and processing academic teaching schedules, program reviews, and annual reports; information management for various reporting obligations.

JOB FUNCTIONS:

Management of all daily aspects of the Academic Affairs (AA) budget, under the supervision of VPAA: includes assisting departments and AA offices (such as Graduate Studies, ACT, Library, Admission, Financial Aid, Registrar, Outreach, MRO and MROI, etc) in answering budgetary questions, checking balances, and overseeing expenditures; performing monthly and annual salary reconciliations for all AA faculty and staff; allocating lab fees; overseeing and/or preparing all budget revisions, journal transfers, payroll distribution changes, cost-share commitments, moving expense commitments, addition to payroll forms, etc; supports status changes for foreign faculty; oversee the approval of Chairs' and Directors' credit card purchases and expenditures within AA for accurate book keeping and availability of funds, in Banner; collaboratively assist with all other financial matters regardless of source (e.g., state, gift, grant), one-time and permanent, including matters with other divisions and agencies within and outside of NMT. Attention to detail, timeliness, and accuracy are crucial to the accomplishment of the tasks of this position. 15%

Management of all annual aspects of the Academic Affairs budget: prepare budget for all AA departments and offices; monitor expenditures and proactively address/prevent overages; support all AA offices/departments with their budgeted and unbudgeted needs; assist with compiling and processing wish list requests; prepare an AA equipment budget and oversee expenditures; perform monthly and annual salary reconciliations for all AA faculty and staff; allocate lab fees; prepare AA accounts for opening/closing; calculates and manages carry-forward funding; reviews and recommends financial and space commitments in proposals; supports status changes for foreign faculty; collaboratively assist with all other financial matters regardless of source (e.g., state, gift, grant), one-time and permanent, including matters with other divisions and agencies within and outside of NMT.

As required and appropriate, coordinates routine and strategic budget development, information and outcomes with the NMT Budget Office and other offices as needed. Provides all required information to the VPAA for working with campus senior administration regarding the development of the annual NMT operating budget, including the provision of projected annual expenditures and balances and the meeting of institutional budgetary targets. Attention to detail, timeliness, and accuracy are crucial to the accomplishment of the tasks of this position. 15%

Strategic management of all aspects of the Academic Affairs budget: includes performing fringe benefit and salary studies; evaluate and propose financial and space commitments of proposals (internal and external); strategic assessment of revenue streams and how to optimize them, including those of funding formula; strategic planning of AA 'business operations,' especially concerning the integration, operation, and assessment of enrollment management; overseeing/summarizing teaching loads, enrollment, and departmental budgets to assess 'return on investment' for each department. Attention to detail, timeliness, and accuracy are crucial to the accomplishment of the tasks of this position. 15%

Supports institutional assessment and accreditation: assist with the development of policies, procedures, and guidelines while ensuring that we comply with all university policies and serves as AA liaison to other entities within and outside NMT as appropriate. Includes attending and contributing to the Council of Chairs, Council of Deans, Faculty Senate, and be available to serve on committees as assigned; provides review of progress reports on Strategic Plan and other important university documents for the legislature, accreditation agencies, HED, etc; serves as liaison to Facilities Management, especially regarding construction/renovation projects related to AA departments; serve as a liaison to ITC and ACT; and serves as a liaison to other appropriate offices within HR, Administration and Finance, Research, Student Life, etc as needed. 10%

Contracts: Manage and oversee all contracts developed and distributed by the AA Administrative Assistant for all AA faculty and staff, including adjuncts. Assist with processing contracts for part-time faculty in all terms (e.g., fall, winter, spring, intersession); prepares oversight of new faculty offer letters; oversees faculty renewal contracts, including the Dean's Scholars; oversees community education and MST contracts; oversees staff and faculty ePAFs; assists Graduate Studies, as needed, with budget analysis, projections, and contracts for graduate students (e.g., RA, TA, GA). 15%

Support enrollment management: manages primary enrollment data in support of enrollment projections and enrollment growth; produces enrollment projections and budget modeling; supports Admission, Financial Aid, Registrar in optimizing integrated activities; proactively takes on projects to meet goals of planning initiatives and results, serving as project manager, staff support and in other roles as assigned; proactively suggests/creates spreadsheets, reports, presentations, which help AA personnel demonstrate the needs/successes of the Division effectively. Provides the VPAA with timely and accurate information as required for the activities of the Enrollment Management Committee. 10%

Support space management for AA: including auditing AA space (classrooms, instructional labs, office space, storage space, etc) and providing recommendations to AA; managing/overseeing space remodeling projects for AA; assist VPAA in space allocations; research matters and provide data with appropriate analysis in support of decision making and reporting, drafts communication as requested. Routinely coordinates with the NMT Director of Capital Projects for all renovations, upgrades and cost estimates for the NMT space managed by Academic Affairs. 10%

Support community education and professional development programs: provides budgetary support for these programs; provides logistical support and guidance to the Office of the Registrar for these classes and their instructors; provides logistical support and guidance to the AVPAA for these programs. 5%

Other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Includes a major in an area such as accounting, business, or a related field. Five years of accounting or financial experience with progressive responsibilities. Excellent communication skills. Excellent customer service and inter-personnel skills. Proficiency in Microsoft Word, Excel, and Powerpoint and similar Google products such as Google Docs, Gmail, Google Drives, and Google folders. Ability to prioritize tasks and manage time. Ability to organize and file information, prioritize tasks, manage time and multiple projects. Familiarity with Banweb, Banner, and general financial systems. Ability to work with minimal supervision and schedule their own workload.

DESIRED QUALIFICATIONS:

Master's Degree in Business Administration.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 30%	Sitting 44%	Walking 20%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling	Climbing	Reaching 1%	Other

Apply to: nmtjobapps@npe.nmt.edu