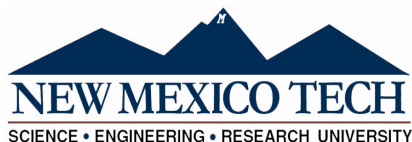


Posted: September 6, 2023



RE-OPEN 9/6/23
POSITION ANNOUNCEMENT

TITLE: INTERNAL CONTROL SPECIALIST

DEPT: BUSINESS OPERATIONS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$16.00

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: 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:

Under general supervision of the Manager of Internal Control, performs various clerical and routine accounting tasks in support of the University's Internal Control Office and Business Operations. Accurate calculating, posting, generating, and verifying duties done to provide primary financial data for use in maintaining proper accounting, student, and banking records in order to facilitate efficient daily operations in Business Operations.

JOB FUNCTIONS:

- Assist Internal Control Manager with any other duties as needed. 20%
- Download daily banking activity for the institute's operating accounts including comptrollers, vendors, and credit card accounts. 10%
- Maintain spreadsheet for vendor transfers. 10%
- Validate sponsored projects administration's data (deposit information). 10%
- Monitor and work up stale dated checks on a regular basis; payroll, student refunds, accounts payable, etc. 10%
- Assist in researching paid checks for vendors, payroll and other claims accounts. 10%
- Prepare daily postings of incoming monies; i.e. JVs and receipting. 10%
- Compile end of month data. 10%
- Perform miscellaneous job-related duties as assigned including data entry, scanning, filing documents. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 months after high school- Business related field OR six credit hours in college level accounting from an accredited college/university (credit hours can be waived for directly applicable experience. Two years of experience = three credit hours). See below for experience that can be used to fulfill this. Three years of experience in an office environment or related experience. Two years of experience in spreadsheet and word processing. Must be well organized and detail oriented with strong analytical and problem solving skills. Must be able to communicate effectively, both verbally and in writing with supervisors, staff, faculty and the general public in a courteous and professional manner. Must maintain confidentiality and positive work attitude.

DESIRED QUALIFICATIONS:

Two - three years of experience in banking or reconciling accounts. Must be proficient in Microsoft Office applications, especially Excel.

LIFTING REQUIREMENTS:

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

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
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