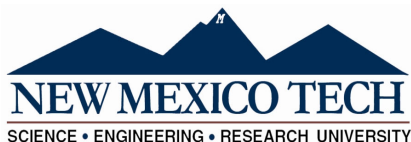


Posted: September 13, 2022



POSITION ANNOUNCEMENT

TITLE: MANAGER OF INTERNAL CONTROL

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$54,000-\$65,437

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 DUTIES:

Under general supervision of the Bursar, the Manager of Internal Control oversees all aspects of the bank activity and reconciliation for the institute's operating accounts. The Internal Control Manager is responsible for ensuring a strong internal control environment through the development and implementation of policies and procedures to maintain compliance with institutional policies and procedures, state and federal regulations, and generally accepted accounting principles. Monitors daily bank activity for the Institute's operating accounts including comptrollers, vendors, and payroll accounts. Verifies and tracks banking electronic activity such as wire transfers, ACH activity, and credit card activity. Oversees fraud prevention tasks. Communicates with other departments throughout the university regarding banking transactions and assists with recording transactions in the institution's financial system. Oversees the void check process for payroll and vendor accounts. This includes researching the status of checks, placing stop payments or initiating voids. Monitors stale dated payroll and vendor checks and sends report to the State. Periodically audits cashiers' drawers, departmental petty cash drawers, and main vault cash. Reconciles the institute's operating accounts and other assigned accounts, such as operating, claims, Perkins, and Bureau accounts. Oversees Perkins funds, including reconciling to the general ledger. Prepares Fiscal Operations Report and Application to Participate (FISAP) trial balance report. Develops policies and procedures to improve internal controls, compliance, and efficiency. Delivers adequate and timely action plans to address and resolve deficiencies. Plays a key role in special projects and implementation of new systems and procedures. Maintains oversight of the payment card industry standards. Develops a competent and efficient staff by supervising, assigning, and monitoring tasks, and preparing employee performance evaluations. Facilitates a work environment that encourages learning. Remains knowledgeable and current through self-directed professional development. Responds to audit requests. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree in Business related field OR 5 years' progressive experience in banking or reconciling accounts. 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. Supervisory experience of personnel, which includes work allocation, training, enforcement of internal procedures and controls, problem resolutions, evaluation of performance and recommendations for personnel actions. Motivate employees to achieve peak productivity and performance. Must be proficient in Microsoft Office applications, especially Excel.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Socorro, NM 87801