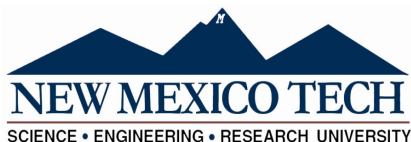


Posted: February 8, 2023



POSITION ANNOUNCEMENT

TITLE: RESEARCH ACCOUNTANT

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$43,680-\$52,853

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 16, 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, provides pre-award administrative and technical guidance and support to EMRTC First Responder Program. Monitor post-award administrative matters utilizing current federal, state, and NMT laws, regulations, policies and procedures. This position is fully funded under the First Responder Training Grant.

JOB FUNCTIONS:

Pre-Award Tasks - Assists in preparation of proposals, maintain proposal files and database and prepare reports for proposal and award status. 30%

Post-Award Tasks - Assist in administering financial matters for contracts and grants, reviews expenditure requests ensuring allow ability under current federal, state and institute laws, regulations, policies and procedures - involves research and interpretation of complex reference material, assists and advises P.I.'s in administrative and financial affairs, assist with contract negotiations and auditor relations, prepares internal and external financial reports as needed or required, monitors compliance with established internal control systems, requests new funds using understanding of terms and conditions, request budget revisions and track contract modifications/amendments, prepare journal entries and complete close-out process. 55%

Subcontract Administration - assist with formation of subcontract documents, compliance review (A-133 requirement of pass through entity responsibilities) and assist with subcontract administration. 15%

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Accounting, Business or Engineering with a concentration in accounting, finance, procurement, or equivalent. Minimum of 12 hours of accounting. One or more courses in contract or business law required. Computer experience including spreadsheet, database management and word processing applications to include experience in Banner accounting system. Strong oral and written communication skill. Use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Ability to work and adapt under a highly regulated and constantly changing environment and schedule own workload to meet deadlines. Valid NM Driver's License. Security Clearance – Secret. A Pre-employment drug screen required upon hire.

DESIRED QUALIFICATIONS:

Knowledge in contract management, grants administration and/or audit of sponsored programs. Working knowledge of OMB Circular A-21, A-133 and Federal Acquisition Regulations (FAR).

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 5%	Sitting 80%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu