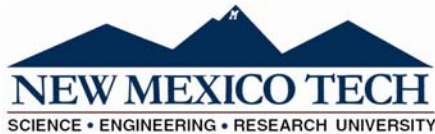


Posted: April 16, 2021



## POSITION ANNOUNCEMENT

TITLE: RESEARCH ACCOUNTANT

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

**STARTING RATE or SALARY RANGE: \$39,000- \$48,672**

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: April 27, 2021**\* 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, provides pre-award administrative and technical guidance and support to EMRTC First Responders Program and EMRTC Pre-Award. Monitor post-award administrative matter utilizing current federal, state, and NMT laws, regulations, policies and procedures. This position is fully funded under the First Responders Training Grant.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required in Accounting, Business, or Engineering with a concentration in accounting, finance, procurement, or equivalent. Bachelor's degree required in business or related field plus a concentration in accounting (concentration is introduction to accounting plus 12 additional hours in accounting). 6 hours may be waived for experience (1 year experience = 3 hours). Computer experience including spreadsheet, database management and word processing applications to include experience in Banner accounting system required. Strong oral and written communications skills required. Use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees required. Knowledge in contract management, grants administration and/or audit of sponsored programs desired. Working knowledge of OMB Circular A-21, A-133 and Federal Acquisition Regulations (FAR) desired. Ability to work and adapt under a highly regulated and constantly changing environment and schedule own workload to meet deadlines required. Valid NM Driver's License required. This position requires a Department of Defense security clearance through Secret to be obtained after employment.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 045, Socorro, NM 87801-4796