

Posted: March 26, 2019



POSITION ANNOUNCEMENT

TITLE: SPECIALIST I **DEPT:** BUSINESS OFFICE/ACCOUNTS PAYABLE

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE OR SALARY RANGE: \$11.75- \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** April 4, 2019* 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 ensure that all payments made on behalf of New Mexico Tech are accurately and efficiently processed in accordance with all New Mexico Tech, State of New Mexico, and federal policies and regulations. Performs various clerical and routine accounting tasks such as calculating, researching and verifying function in support of the University's Business Office and Accounts Payable Office and coordination of all outside entities and campus departments involved. Provide instruction and direction to campus departments to ensure control of PO payments are in compliance with all applicable federal and state regulations as well as NMT policies and procedures. Audits, enters and scans all purchase order documents. Assists with receiving and reviewing all incoming vendor invoices. Route invoices to appropriate department for payment. Maintain log of invoices sent and received from departments. Sends follow-up requests on invoices that are not promptly returned for payment. Maintaining files and other clerical duties as assigned. Provides back-up support to Accounts Payable Office staff as needed. Maintains the log of any paperwork returned or sent to other offices for any reason. Reviews all payment documents for completeness and accuracy. Compiles and audits all payment packets. Determines appropriateness of any tax, credit memo, and/or discounts. Ensures all payments in compliance with University policies and procedures. Performs other duties as assigned. Initiates correspondence with originating department to correct or adjust any areas not meeting requirements. Ensures all payments in compliance with University policies and procedures. Matches payment documents with checks. Responsible for complete file packets and reviewing information for mailing. Stamp all invoices as paid. Exercises accounting control and monitoring of campus encumbrances and expenditures.

REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program 6-18 months after high school. Area of study: Accounting or six credit hours in college-level accounting from an accredited college/university (credit hours can be waived for directly applicable experience. Two years' experience = three credit hours) or five years progressive office experience required. Two years Accounts Payable or related experience required. Knowledge of accounting theory (the difference between debits and credits) required. Ability to deal tactfully and effectively with Tech staff, faculty, students and general public in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work in a highly regulated and constantly changing environment and under time constraints and deadlines required. Strong organizational skills required. Accurate 10 key calculator by touch required. Experience with NMT business processes and applications desired. Six months Banner experience desired.