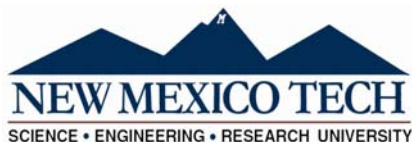


Posted: May 17, 2022



POSITION ANNOUNCEMENT

TITLE: SPECIALIST II

DEPT: BUSINESS OFFICE/ ACCOUNTS PAYABLE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$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.

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: May 26, 2022* 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. Receives and reviews all incoming vendor invoices. Routes invoices to appropriate department for payment. Sends follow-up requests on invoices that are not promptly returned for payment. Maintains files. Other duties as assigned. Manages Accounts Payable emails. Assists faculty, staff, students and vendors with questions or problems. Conducts research on invoice and/or payment inquiries. Provides training for faculty, staff and students as needed. Processes special checks, assists with daily check runs, and matches payment documents with checks. BDM scanning and indexing. Assists with printing and routing travel requests/vouchers and maintaining the travel tracking spreadsheet. Provides back-up assistance in reviewing direct payment and purchase order documents for completeness and accuracy. This includes determining appropriateness of any tax, credit memo, and/or discounts, ensuring all payments are in compliance with University policies and procedures, and initiating correspondence with originating departments to correct or adjust any areas not meeting requirements.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Three years' experience in an office environment required. Experience in advising personnel on policies and procedures 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 under favorable and unfavorable circumstances 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. Two years' experience in spreadsheet and word processing applications required. Strong oral and written communication skills with students, faculty, and staff required. Experience with NMT business processes and applications desired. Banner, Argos and Dynamic Forms experience desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 082, Socorro, NM 87801