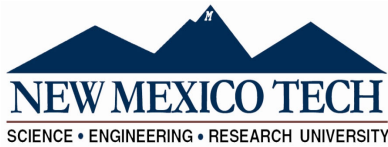


Posted: August 16, 2022



## POSITION ANNOUNCEMENT

**TITLE:** SENIOR ACCOUNTANT

**DEPT:** FACILITIES MANAGEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE OR SALARY RANGE:** \$55,000

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:** August 24, 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, provides assistance to the management, control and reporting of financial information for the Facilities Management Department. The Senior Accountant will match estimates to actual cost for all projects. They will also produce reports that demonstrate overages/underages to management on a monthly/biweekly basis. They will also administer the weekly billing report to upload into banner. Check reports for errors and correct problems in the billing report. Other job duties as assigned.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Bachelor's degree - Area of study: Business; Accounting required. Three (3) years' experience in Accounting required. Computer knowledge including database development/excel worksheets required. 10 key calculator by touch required. Knowledge of all Accounting functions at Facilities Management required. An offer of employment is contingent on successfully passing a pre-employment drug screen.

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