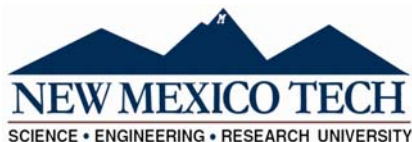


Posted: June 15, 2022



POSITION ANNOUNCEMENT

TITLE: SENIOR ACCOUNTING ANALYST

DEPT: BUSINESS OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$60,320-\$72,280

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: Concurrent* 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:

Performs a wide variety of analytical duties to include finance related matters in support of the Controller. Develops Argos reports for financial reporting. Prepares ad hoc reports using Argos for reporting and audit requests. Reconciles assigned accounts and researches and resolves discrepancies. This position assists with policy development, update, and document procedures, as well as interface with various departments for ensuring smooth operations. Remains knowledgeable and current through self-directed professional development. Assists with Banner finance maintenance and training others on Banner finance, including providing training materials and documentation kept current. Plays a key role in special projects and implementation of new systems and procedures. Provides backup for all bank transfers and tracks cash balances. Reviews all bank reconciliations and provides assistance to the Cashiers Office when needed to maintain internal control separation. Maintains internal control and safeguards of New Mexico Tech and enforcement of internal procedures and controls. Establishes controls, monitoring results, and collaborating with others to modify and adapt processing methods and reporting in response to changes in regulations. Tracks GASB Statement as they are implemented including long term tracking of obligations, assets, liabilities, deferred inflows, and deferred outflows. Updates and maintains Banner fixed assets with building, land, land improvements, infrastructure, and software information currently in Excel worksheets. Prepares year-end closing entries for fixed assets including library year-end adjustments and construction work in progress. Responsible for accurate postings of capitalized fixed assets transactions to the financial system. Responsible for reconciling fixed asset records with the general ledger. Develops and maintains systems for ensuring operating and general ledger are accurate and balanced with the fixed assets database. Generates quarterly and year end reports for Construction Work in Progress (CWIP) and resolves discrepancies. Analyzes and reports differences in equipment operating ledger balance and equipment general ledger balance on a regular basis. Research and query project managers of construction projects to define asset type and timeline estimates for completion. Assists Property Office with researching problems and correcting fixed asset records including catching up depreciation on major assets, verification and corrections of capitalization indicators, correcting capitalization errors and other issues as necessary. Assists with audits including the preparation and collection of audit data, charts, tables and other exhibits as requested. Responds to all audit requests. Develops a competent and efficient office and assigned staff by supervising, assigning and monitoring their tasks, and preparing employee performance evaluations. Facilitates a work environment that encourages learning.

REQUIRED QUALIFICATIONS:

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 required. Supervisory experience of personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolutions; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance 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 analytical skills required. Teamwork and interpersonal skills required. Strong verbal and written communications skills required. Experience with the ARGOS or similar reporting system desired. Experience with Ellucian Banner or equivalent desired. Experience with NMT business processes and applications desired. Five years accounting experience, including ledger reconciliation and development of procedures desired. Master's in accounting or related field desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 097, Socorro, NM 87801