POSITION ANNOUNCEMENT

TITLE: SENIOR ACCOUNTING TECHNICIAN

DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $15.90
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: July 31, 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:

REQUIRED QUALIFICATIONS:
Associate’s degree in Accounting or Business related field (62 credits) from an accredited college/university OR completion of 30 hours of college credits from an accredited college/university in Accounting or Business related field including 12 credit hours of accounting and 5 years related experience or 1 year directly applicable experience OR 10 years of related accounting experience (1 year = 6 credit.) Working with Microsoft Access, Excel, and Word as well as with the Internet. Must have computer experience including spreadsheet, database management, word processing applications required. Must have strong oral and written communication skills required. Must be able to use professional judgement and discretion in dealing with external agencies required. Must have ability to work with guidance and assistance of higher-level employees required. Must have ability to work independently on assignment of standard difficulty required. Must be able to use broad knowledge of practices and procures to handle complex assignments required. Must be able to read and interpret complex materials such as regulations, legal interpretations and audit reports and documentation of internal control systems required. Ability to work and adapt under highly regulated and constantly changing environment required. Must have Banner experience.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 132, Socorro, NM 87801-4796