

Posted: January 9, 2023



POSITION ANNOUNCEMENT

TITLE: SENIOR ACCOUNTING TECHNICIAN

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$17.50-\$26.74

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: January 17, 2023* 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 SUMMARY:

Under general supervision, maintains various accounting records for the First Responder Training Program. Prepares, processes and approves routine financial documents and accounting transactions, reconciles accounting records, and analyzes routine accounting data. Assists with travel and other financial processes as assigned. Assist in preparing accounting and auditing reports and documents, and preparing journal vouchers and payroll journal vouchers. Assist in preparation of fund setups and budget revisions.

JOB FUNCTIONS:

Account Maintenance – New, Existing and Termed

80%

- Prepare, Process and Approve all First Responder Training Program invoices and NE Travel.
- Prepare and track vendor POs
- Assist in the maintenance of accounts
- Assist with budget preparation and monitoring of account activity
- Coordinate with the EMRTC financial staff regarding transactions, policies, and procedures
- Support Travel
- Assist in preparation of routine journal vouchers, payroll vouchers, invoices and budget revisions
- Assist in preparation of close-out documentation, includes reconciliations
- Assist in preparation of financial reporting requirements
- Assist with budget preparation and monitoring of account activity

Response to Requests for Information

20%

- Assist with review of monthly financial certifications and ensure all noted corrections are made
- Assist in department research and reconciliation of various accounts
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Formal diploma/certificate/degree program of 6-18 months after high school. Associate degree in Accounting or Business related field (60 credits) from an accredited college/university or completion of 30 hours of college credits from an accredited college/university in Accounting or a 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 credits) Working experience with Microsoft Access, Excel, and Word as well as with the Internet. Must have computer experience including spreadsheet, database management and word processing applications. Must have strong oral and written communication skills. Must be able to use professional judgment and discretion in dealing with external agencies. Must have ability to work with guidance

and assistance of higher-level employee. Must have ability to work independently on assignment of standard difficulty. Must be able to use broad knowledge of practices and procedures to handle complete assignments. Ability to work and adapt under a highly regulated and constantly changing environment. Must have Banner experience.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 3%	Sitting 65%	Walking 15%	Pulling
Pushing	Lifting 10%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu