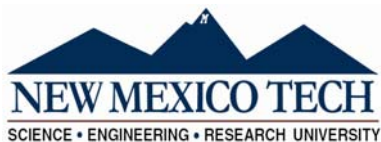


Posted: January 15, 2020



REVISED 1/15/20
POSITION ANNOUNCEMENT

TITLE: SENIOR ACCOUNTING TECHNICIAN

DEPT: BUSINESS OFFICE/PAYROLL

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$11.00-\$13.10

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: 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:

Under general supervision of the Payroll Manager, this position is responsible for maintaining controls and verification of payroll data entry for New Mexico Tech. This includes accurately calculating, entering, posting and reconciling all Payroll information for all employees. Responsible for verifying status of timecards on Banweb. Verifies all records left in queues are paid or processed. Verifies payroll data including labor accounts. Maintains payroll records for 1,500 to 2,300 employees per year for audit, including confidential information. Maintains various payroll report files and organizes all payroll documents. Prepares payment information from payroll reports and submits for payment. Transfers reports and records to storage areas at year end. Orders office supplies. Responsible for verifying status of timecards on Banweb. Notifies supervisor and employee of active cards left in queue each pay period and keeps track of these records. Verifies all records left in queues are paid or processed. Verifies payroll data including labor accounts. Enters jobs and Payroll information. Calculates leave and overtime and makes adjustments if necessary to the employees leave. Assists with the processing of the employee paychecks using institute policies and procedures and state regulations. Assists employees with questions about paychecks, leave records, and deductions. Maintains communication with departments and employees. Refers requests for special payroll reports to supervisor. Recommends adjustments of employee records, i.e. leave, earnings, and deductions to supervisor. Verifies employee set up by Human Resources, which includes the verification of the employee contract, salary, and deduction information. Reviews and update leave records, labor distribution, and employee earnings. Enters jobs and payroll information. Enters employee payroll related records in the database. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school in Accounting or a business related field. Area of Study: Concentration in accounting or a business related field including 12 credit hours of accounting. Up to 6 credit hours of accounting credits may be waived for appropriate experience, one year = 3 credit hours and 3 years = 6 credit hours. Two years' experience in spreadsheet and word processing applications required. Ability to deal tactfully and effectively with Tech staff, faculty, students and external customers in a courteous and professional manner required. Must maintain confidentiality, good communications skills, and positive work attitude required. Ability to work under time constraints and deadlines required. Strong organizational skills required. Must be able to work flexible hours including occasional evenings and weekends required. Accurate data entry skills required. Strong oral and written communication skills with students, faculty, staff, and external governmental agencies required. Knowledge of PC with spreadsheet, database, and word processing skills required. Experience in operating payroll database software desired. Experience in advising personnel on policies and procedures desired. Knowledge of state labor laws, IRS deposit regulations, and NMT policies and procedures desired. Experience with Banner or similar system desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 007, Socorro, NM 87801-4796