

**Posted:** November 15, 2019



**REVISED 11/15/19**  
**POSITION ANNOUNCEMENT**

**TITLE:** SENIOR COST ACCOUNTANT

**DEPT:** SPONSORED PROJECTS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$42,640 - \$56,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** September 9, 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:**

Under supervision of the Director and/or Associate Director of Sponsored Projects, assists in the preparation of interim and fiscal year-end financial audit reports. Assists with the NMIMT indirect cost rate study and proposal, including specialized service center rates. Provides audit support (document retrieval and information/analysis generation) for all external or internal audits of research financial data and/or overhead process or specialized service rates. Provides information to University personnel regarding accounting practices and procedures, and service center policy and procedures. Responsible for reconciling multiple general ledger accounts. Assists with maintenance of comprehensive cost reports, analyses, impacts and projections for management as they relate to the preparation of indirect cost proposal, study and specialized service rates or other recovery mechanisms. Must display current knowledge of cost accounting standards and generally accepted accounting principles, federal and/or state policies, and directives about current accounting practices which directly or indirectly impact the university's costing and/or cost accounting practices. Assists with preparation, analyses, and/or audits of financial records and documents. Monitors on a monthly basis grant revenue and expenditure activity ensuring departmental data is accurately coded in the University's financial accounting system and reconciled to the general ledger. Prepares correcting journal entries as required. Assists with managing the endowment accounting process and preparing donor statements. Works with Advancement and Budget offices to meet donors' requests. Maintains necessary schedules to effectively administer endowments, quasi-endowments, gifts and IDC return. Prepares FYE audit reports for research function. Interacts with various departments such as Purchasing, Payroll, Travel, Property, Accounts Payable, Budget & Analysis, etc. concerning accounting and financial information. Responsible for the coding, reconciliation, distribution and collection of personnel activity report effort certifications semi-annually as required by Federal uniform guidelines regarding after-the-fact effort certification on all sponsored project funding and for DCAA labor floor audit purposes. Conducts university space survey/study in accordance with 2 CFR part 200 Facilities and Administration rate preparation by interviewing staff and verifying space utilization for entire campus community as changes occur, but no less than every two years. Manages a portfolio of awards as a research administrator. Processes proposals, reviews new awards to identify financial and invoicing requirements and establish new funds in Banner according to the award terms and conditions, and closes out awards. Conducts sub recipient monitoring. Responsible for the set-up and monitoring of Service Centers and their Associated rate structures. Advises Service Center Managers. Serves as trainer and backup for the Business Administrative Specialist. Negotiates a portfolio of leases for the university. Performs miscellaneous job-related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Accounting, Business Administration, or Management with concentration in Accounting. Concentration is defined as introduction to Financial Accounting plus 12 additional hours in Accounting. Working knowledge of 2 CFR 200 required. High level knowledge of MS Excel is required. Exceptional interpersonal skills demonstrated in large organizations required. Demonstrated ability to communicate well - orally and in writing required. Demonstrated creativity, communicative ability, independence, initiative, integrity and strong work ethic required. Effective organizational skills and ability to set appropriate priorities among conflicting demands required. Demonstrated project and process management skills required. Demonstrated record of continued and expanded responsibility throughout the candidate's career required. Ability to develop & create system interface programs for reconciliation and compliance as required by funding agencies and NMT Administration required. Experience in interpreting and applying GAAP, CASB, 2 CFR 200 and other related regulations required. Knowledge of the principles and practices of University finance, accounting and business management required. Knowledge of higher education administration, particularly of financial systems and information management required. Demonstrated ability to plan and coordinate the work of professionals and support personnel in a complex environment required. Experience in the use of computers as analytical, communication and presentation tools i.e. MS Excel, MS Word and MS Access required. Ability to use professional judgment and discretion in dealing with outside auditors and external agencies required. Ability to participate in work assignments under the supervision of higher level employee required. Ability to work independently on complex assignments required. Ability to apply broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees required. Ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems. Ability to work and adapt under a highly regulated and constantly changing environment required. Extraordinary attention to detail and willingness to research facts and overcome errors required. Tact, perseverance and independent judgment required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 159, Socorro, NM 87801-4796