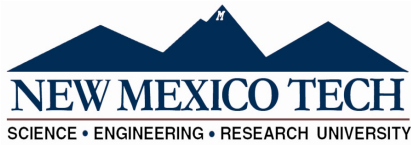


Posted: May 6, 2025



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATION AND FINANCE MANAGER DEPT: EMRTC

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE \$ 70,000 - \$80,000

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

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: 05/16/2025

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:

Oversees and administers the financial planning, reporting, and analysis functions of the Training Business Unit. Oversees all internal and external business activities, accounting, finance, and grant administration. This role ensures sound decision-making through accurate and timely reporting, budget management, and compliance with regulations. Coordinates the administrative activities of the post-award contracts and grants functions within the Training Business Unit. Participates with the Associate Director and Program Manager in operational decision-making as a member of leadership.

JOB FUNCTIONS:

Oversees daily financial operations of the TBU; provides supervision to subordinate employees, including planning, assigning, and organizing work and training support personnel. Oversees and coordinates the fiscal activity of the TBU, to include participation in development and management of operating budgets, contracts and/or grants administration, purchasing, reviews and reconciles monthly ledgers and reports for TBU accounts, and assists with departmental fiscal planning. Develop and monitor the TBU's budget, forecasts, and financial models. Oversee the close-out process of all contracts. 10.00 Participates directly in the formulation of the program policies, ensuring that the fiscal practices comply with EMRTC and NMT's regulations, policies, and appropriate laws; interpret university and department policies, and advises staff. 0 Contribute to the overall success of the department by assisting with various tasks as required, demonstrating a commitment to supporting programmatic objectives and organizational goals.

REQUIRED QUALIFICATIONS:

Bachelor's degree 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.) Computer experience including spreadsheet, database management and word processing applications to include experience in Banner accounting system. Strong oral and written communication skills. Use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Knowledge in contract management, grants administration

and/or audit of sponsored programs. Working knowledge of CFR. Ability to work and adapt under a highly regulated and constantly changing environment and schedule own workload to meet deadlines.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 5%	Sitting 80%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu