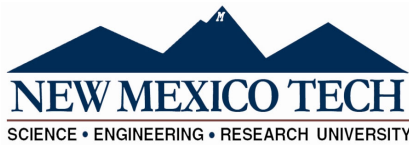


**Posted: November 1, 2023**



## POSITION ANNOUNCEMENT

**TITLE: ACCOUNTING TECHNICIAN**

**DEPT: EMRTC**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE \$16.00-\$18.00**

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: November 9, 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, assists in maintaining records of fiscal and budgetary controls, ledgers, and other transactions, participates in the preparation of various accounting records in either direct or indirect support of the EMRTC Groups. Prepares and processes routine financial documents and accounting transactions, reconciles accounting records, and analyzes routine accounting data. Will assist with payroll, purchasing, accounts payable, travel, pre- and post-award, and other financial processes as assigned. May involve research and reconciliation of accounts, assist in preparing accounting and auditing reports and documents, and preparing journal vouchers. Depending on assigned responsibilities may assist with shipping and receiving and inventory entry and reconciliation.

### JOB FUNCTIONS:

Review and process all account payables, invoice distribution and reconciliation.	50%
Facilitate monthly certification process, ensuring timely distribution to the fund administrator and submission to campus.	10%
Process JV entry.	10%
Process FM and ITC work orders.	10%
Assist in the maintenance of accounts, and/or pre-award document.	10%
Coordinate with the EMRTC financial staff regarding transactions, policies, and procedures.	5%
Assist professional personnel in data collection, research, and preparation of various accounting.	5%
Essential schedules using an acceptable accounting format.	5%

### REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school- Accounting or Business related field. Six Hours or equivalent technical training in accounting. Two years' experience in double entry accounting equals 3 hrs. of technical training. Computer experience including spreadsheet and word processing applications. Strong oral and written communication skills. Must have ability to participate in work assignments under the supervision of higher level employee. Must have ability to work independently on assignment of standard difficulty. Must be able to read and interpret materials such as policies and procedures. Ability to work and adapt under a highly regulated, and constantly changing working environment. Focus on detail and ability to overcome errors.

### DESIRED QUALIFICATIONS:

Four years of accounting related experience with a public firm or a university.

**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 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)