NEW MEXICO HIGHLANDS UNIVERSITY
JOB DESCRIPTION

Position: Accountant II  Salary Grade: 15

Department: Business Office

Job Type: Full-Time/12 months  FLSA: Exempt

Reports to: Unrestricted Funds Manager

SUMMARY: This position is responsible for performing advanced, multifaceted accounting in areas such as ledger maintenance, cost and/or financial analysis, fund reconciliation, posting and fiscal inventory control. Analyzes complex financial and operation data, prepares management reports, financial statements and projections.

DUTIES AND RESPONSIBILITIES:

- Prepares financial reports from standard operating statistics and/or financial data.
- Analyzes and reviews budgets and expenditures for local, state, federal and private funding.
- Analyzes revenue and expenditure trends, recommends appropriate budget levels, and ensures expenditure control.
- Develops accounting applications and oversees the input and handling of financial data and reports.
- Investigates and resolves problems related to funds, budgets and expenditures.
- Provides assistance in the development, implementation and management of fiscal systems and procedures.
- Monitors revenue and expenses for departmental or unit accounts.
- Monitor the Unrestricted, Capital, Plant, Agency, Debt service, Endowment and Loan funds;
- Ensures expenditure control and compliance with funding and reporting requirements, university policy and standard accounting procedures.
- Constructs advanced spreadsheet applications and generates reports.
- Analyzes, reconciles, balances and maintains accounting records.
- Develop budgets and special financial reports.
- May participate in audits and prepare audit paperwork.
- Coordinates the preparation of regularly scheduled and special billings, cost reports, analysis, studies, inventories, and financial statements for local, state, federal and private funding sources (monthly, quarterly and yearly).
- Maintain regular attendance.
- Process paper documents utilizing the imaging and electronic document management system.
- Process Direct Deposit authorizations for the Accounts Payable/Student Accounts.
- Perform other job-related duties as assigned.

MINIMUM REQUIREMENTS:

- **EDUCATION:** Bachelor’s Degree in Business or a related field with successful completion of at least fifteen (15) hours of University level accounting. Three (3) of the fifteen (15) hours must include Intermediate accounting.
- **EXPERIENCE:** Three (3) years’ experience directly related to the duties and responsibilities.
  - **PREFERENCE:** Experience working with Ellucian Banner.

EMPLOYMENT REQUIREMENTS:

- Must be willing to work in excess of forty (40) hours to include weekends and evenings as required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of federal and state financial regulations and university financial policies and procedures.
- Knowledge of modern accounting applications.
Knowledge in working with Ellucian Banner a plus.
Knowledge of Microsoft Office applications, including Excel, Word and Outlook
Knowledge of generally accepted accounting principles and governmental accounting standards
Ability to communicate effectively, both orally and in writing.
Ability to analyze budgetary expenditures for compliance with funding agencies’ budgets, policies, and procedures.
Ability to research and analyze data and reports.
Ability to provide exemplary service to customers, in and outside the University
Skill in utilizing ten-key by touch in an accurate, fast manner.

**PHYSICAL DEMANDS:**

- Sitting .................................................................Frequently
- Standing..................................................................Occasionally
- Walking.................................................................Occasionally
- Bending...................................................................Occasionally
- Squatting................................................................Occasionally
- Climbing...............................................................Occasionally
- Kneeling.................................................................Occasionally
- Lifting up to 20 pounds.................................Occasionally
- Lifting greater than 20 pounds ......................Seldom

**WORK ENVIRONMENT:**

- Work is normally performed in an office setting
- Work with frequent interruptions.