NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position: Accountant III
Salary Grade: 15

Department: Business Office
FLSA: Exempt

Reports to: Restricted Funds Manager
Job Type: Regular/Full-Time

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, projections and works with restricted funds such as grants and contracts. Supervises the activities of staff within the business unit, as appropriate to the position.

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.
- 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.
- Facilitates in year-end closure and participates in audit.
- Coordinates the preparation of regularly scheduled reports (annual, semi-annual, and quarterly) and special billings, cost reports, analysis, studies, inventories, and financial statements for local, state, federal and private funding sources.
- Supervises personnel which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- May serve on University committees.
- Maintain regular attendance.
- Process paper documents utilizing the imaging and electronic document management system;
- 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:** Five years experience in accounting.

  - **PREFERENCE:**
    - Experience in Higher Education
    - 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 research and analyze data and prepare financial reports.
- Ability to analyze budgetary expenditures for compliance with funding agencies’ budgets, policies, and procedures.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- 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.