



NEW MEXICO HIGHLANDS UNIVERISTY
PUBLIC VACANCY NOTICE

Posting Date: October 04, 2017

Deadline Date: Open until filled

Position Title: Accountant I/Assistant to SAR Manager

Department: Business Office

Salary Grade: 14

Job Type: Regular Full-time

FLSA: Exempt

Reports To: Student Accounts Receivable Manager

SUMMARY: The Accountant I/Assistant to Student Accounts Receivable (SAR) Manager is responsible for performing basic accounting functions such as ledger/fund maintenance, reviews and researches A/R balance; correct, reconcile and apply adjustments to student accounts. In addition, the position assists SAR Manager with preparation and distribution of IRS Forms 1098T, monthly statements and past due notices to third party payments; post NMEAF payments and assists in reconciliation reports to ledgers and petty cash to General Ledger on a monthly basis. The position also assists the SAR Manager with maintaining the Banner system and provides excellent customer service oriented interaction with students with assistance in payment plans and payroll deductions.

DUTIES & RESPONSIBILITIES:

- Prepares financial reports from standard operating statistics and/or financial data;
- Investigates and resolves problems related to funds, budgets and expenditures;
- Provided 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 routine spreadsheet applications and generates reports;
- Analyzes, reconciles, balances and maintains accounting records;
- Develops budges and special financial reports;
- May assist in audits and prepares 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;
- Contact and confer with students regarding payment of their student accounts. Provides customer-oriented interaction while working out payment arrangements with students. Payment arrangements may also include setting up payroll deductions with students and staff;
- Prepare third-party billing, exemptions and processes reimbursements including direct deposit where there is a credit balance on the student account; enter information in resources; research; post payments, to include wire transfers and reconcile third party billing;
- Assist with preparation and distribution of IRS Forms 1098T, monthly statements and past due notices to students and third party agencies. Answer questions regarding information provided on the form 1098T;
- Provide delinquent account information to NMEAF and posts NMEAF payments to student accounts. Reconciles NMEAF report to SAR ledgers;
- Process NSF checks or stop payment checks; composes related correspondence;
- Reconcile student petty cash to the General Ledger on a monthly basis;

- Receives and receipts cash items, third party payments and departmental receipts and reconciles payments to ledgers on a daily basis;
- Ensures strict confidentiality of financial records;
- Provides customer-services oriented interaction in all telephone and e-mail responses;
- Assists in maintaining and updating Banner system;
- Process paper documents utilizing the imaging and electronic document management system;
- Perform miscellaneous job-related duties as assigned;
- Maintain regular attendance.

MINIMUM JOB REQUIREMENTS:

- **EDUCATION:** Bachelor’s Degree in Business or 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:** None
 - **PREFERRED:** 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, and ABILITIES:

- Knowledge of federal and state financial regulations and university financial policies and procedures;
- Knowledge of modern accounting applications;
- Knowledge of 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 of the University;
- Skill in utilizing ten-key by touch in 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 performed in a typical interior/office setting;
- Work with frequent interruptions.

APPLICATION PROCEDURE: Interested candidates must submit a University Employment Application.

References will be contacted in conjunction with interviews. Submit application to:

**New Mexico Highlands University
Human Resources
Accountant I/Assistant to SAR Manager
Box 9000
Las Vegas, NM 87701**

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

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