NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Posting Date: October 8, 2015
Deadline Date: Open Until Filled

Position Title: Accountant I
Salary Grade: 14

Department: Office of Advancement
Minimum Starting Salary: $19,836.50 (.5)

Job Type: Regular/Part-Time (.5 fte)
FLSA: Exempt

Reports to: Finance Officer

SUMMARY: This position is responsible for performing basic accounting functions such as ledger/fund maintenance, cost analysis, fund reconciliation, and posting.

DUTIES AND RESPONSIBILITIES:
• Prepare financial reports from standard operating statistics and/or financial data;
• Investigate and resolves problems related to funds, budgets and expenditures;
• Provide assistance in the development, implementation and management of fiscal systems and procedures;
• Monitor revenue and expenses; prepare monthly, quarterly and annual reports;
• Ensure expenditure control and compliance with funding and reporting requirements, university policy and standard accounting procedures;
• Constructs routine spreadsheet applications and generates reports;
• Assist with the accounts payable and accounts receivable cycle to include analyzing records, compliance assessment, check processing, reporting, follow-up on invoices and pledges;
• Analyze, reconcile, balance and maintain accounting records;
• Assist with budget development;
• Assist in annual audit and prepare audit paperwork;
• Assist with the monthly bank reconciliation process;
• Assist with the reconciliation of investment funds;
• Prepare journal entries and post activity to the general ledger;
• Maintain regular attendance;
• May utilize the imaging and electronic document management system;
• Provide support to other areas in the office as needed;
• 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: None.
  o PREFERENCE: Experience working with Ellucian Banner.

EMPLOYMENT REQUIREMENTS:
• Must be willing to work odd 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 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.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of interest, 2) resume, 3) university employment application, 4) unofficial copies of transcripts and 5) names/address/phone numbers of 3 current professional references.

References will be contacted in conjunction with on campus interviews and official transcripts should be requested upon acceptance of the on-campus interview.

New Mexico Highlands University
Human Resources
Accountant I Search-Advancement
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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