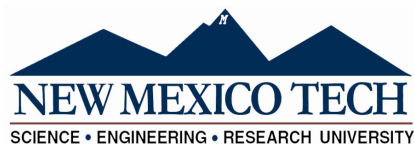


Posted: April 14, 2025



POSITION ANNOUNCEMENT

TITLE: FINANCIAL PROGRAM MANAGER

DEPT: STUDENT AFFAIRS/AUXILIARY SERVICES

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$60,320 – \$69,368

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: Concurrent 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:

The Financial Program Manager is responsible for the timely and effective management of all division funds and serves as the budget officer for the division of student affairs. Financial resources managed include instruction & general, revenue & fee, auxiliary, and reserve funds; contracts; gifts; and endowments. The position works directly with the Vice President of Student Affairs, the Executive Director of Auxiliary Services, as well as the Budget Office, to effectively manage financial, budget, and cost control operations.

JOB FUNCTIONS:

Budget Analysis

- Strategic management and planning of budgets for all funds, including general fund, auxiliary, gift, grant, and plant funds.
- Monitors general fund and auxiliary budgets monthly for deficits and as needed.
- Proactively makes recommendations to the VPSA on division budgeting matters and alerts VPAF of any possible deficit problems.
- Oversees preparation of salary increase eligibility lists and prepares salary increase calculations. Submit payroll distributions where necessary, as well as additions to payroll.
- Works with campus Budget Office to clarify various issues related to budgeting.
- Transfers divisional savings for compensated and non-compensated budget items in accordance with the needs of the university.
- Prepares quarterly budget reports and meets with department/program directors for review. • Prepares spreadsheets for presentations and annual campus budget reviews, and to help demonstrate the needs/successes of the Division.
- Provides information used in budget meetings with executive committee, faculty-staff retreats, and other meetings and prepares other budget reports as requested.
- Presents to the Executive Committee for the division of Student Affairs to assess financial implications of proposed strategies as requested. • Reviews and approves grant budget

Fiscal Oversight

- Maintains current knowledge of NMT policies and procedures for compliance enforcement. • Works closely with the division leaders and university partners to effectively manage all daily aspects of the Student Affairs financial, budget, and purchasing operations.
- Assesses accounting, budget, grants and contracts processes for efficiency, internal controls, and functionality. Identifies breakdowns and introduces process improvements that conform to university policies.
- Responsible for establishing internal controls of accounting systems for the Division of Student Affairs.
- Works closely with NMT's Controller's office to clarify issues related to accounting and purchasing.
- Identifies areas of financial risk to the division and makes recommendations to the VPSA for mitigation.
- Provides financial oversight for, and administration of, expansion and development of Student Affairs programs, fund raising events, community programs, and the addition of new programs.
- Responds to audit requests and findings and recommends resolutions where necessary.
- Performs as the Division of Student Affairs Grants and Contracts Administrator and works with staff who are awarded grants to ensure compliance with the Division of Student Affairs and NMT policies and procedures for grant management.
- Reviews requests to fill open staff and instructional positions to ensure adequate and accurate funding sources.
- Provides oversight to student employment processes to ensure equity for all compensation plans.

Accounting

- Monitors expenditures to division spend types.
- Performs a variety of sophisticated analyses to monitor fiscal operations and make recommendations.
- Designs and updates internal forms to collect information required for financial reporting.
- Prepares and processes journal entries, and cash transfer requests.
- Identifies accruals, prepaid expenses, and deferred revenue for year-end reporting.
- Maintains and tracks internal grants to the division.
- Works closely with Human Resource to ensure proper salary payments and postings. Assists with corrections as necessary.
- Develops, reports, and maintains comparative financial historical data for use in decision-making.
- Requests new FOAP when required for financial reasons
- Tracks agreements, contracts and memorandum of understandings for the division and ensures that deadlines are met, terms are followed and proper credit is received

Purchasing, Accounts Payable, & Travel

- Advises and trains staff on University and Student Affairs purchasing policies.
- Monitors all expenditures as to proper authorization, procurement method, funding distribution, supporting documentation, and compliance to University and Student Affairs policies.
- Provides support for TouchNet Marketplace users within the division by being available to answer questions related to financial systems.
- Acts as Approving Official for division director procurement card holders.
- Devises methods for efficient processing and reviewing of expenditures.
- Approves purchase orders, requisitions, payment vouchers, and other purchasing related documents in Banner.
- Approves travel and reimbursement transactions for the division.
- Educates staff about NMT and Student Affairs travel, purchasing, procurement and other financial policies and procedures

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Business Administration. Two years experience in budget management. Two years experience in Banner and Argos as it pertains to purchasing, payroll, and budgeting. Two years experience in operations, management and data analysis. Experience managing employees. Orientation for detail and solutions. Ability to work as part of a team, as well as to prioritize and exercise flexibility during shifting

priorities. Ability to communicate and interact with constituents across an organization. Demonstrated commitment to and experience with diverse populations Ability to model positive customer service practices Exemplary organizational abilities Outstanding oral and written communication skills knowledge of methods used to collect and analyze statistical data Experience in and demonstrated ability to manage financial operations both budgeted and revenue driven, large capital projects and reserves.

DESIRED QUALIFICATIONS:

Master’s degree in Business Administration. Preferred candidate would have experience working with complex software systems as they support university functions.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting %	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu