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|--------------------------------|-------------------------------|-----------------------|-------------|
| <b>JOB DESCRIPTION:</b>        | Accountant                    |                       |             |
| <b>DEPARTMENT:</b>             | Business Affairs - Accounting |                       |             |
| <b>REPORT TO:</b>              | Accounting Manager            |                       |             |
| <b>EEO CLASSIFICATION:</b>     | Professional                  | <b>FLSA STATUS:</b>   | Exempt      |
| <b>CUPA HR CLASSIFICATION:</b> | 430130                        | <b>DATE APPROVED:</b> | 06-JUL-2020 |
|                                |                               | <b>DATE MODIFIED:</b> | 27-FEB-2025 |

**SUMMARY:** Performs specialized or general accounting, statistical, or finance-oriented functions for WNMU Restricted Funds.

**DUTIES:**

1. Advises and/or assists departments regarding the accounting grant documentation.
2. Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
3. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
4. Manages administrative issues and/or budget changes occurring during the awarded granting period.
5. Provide guidance and monitor allowable expenses in accordance with the grant requirements.
6. Maintains currency of knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
7. Conduct or carry out work procedures and activities in accordance with local, state, federal, and internal regulations for grants and other accounts, as necessary.
8. Examines and verifies fiscal transactions for grants, capital projects, and G5 funding, such as contract, check requests, travel, invoices, and payments by compiling and checking figures by thorough examination in comparison with validated records.
9. Advise, guide, and monitor other accounts, as necessary.
10. Performs other duties as assigned.

**REQUIREMENTS:**

1. **Education /Background:** Bachelor's degree in an Accounting, Finance, or Business-related field with 3 years' experience or Associate degree in an Accounting, Finance, or Business-related field with 5 years of experience or High School Diploma or GED plus 7 years in an accounting field required. Working knowledge of grant accounting in a university setting preferred. Knowledge in Banner systems preferred. Supervisory experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must have solid demonstrated knowledge of accounting transactions, practices, and procedures as well as related federal, state, and local laws and regulations. Must be knowledgeable of university policies, procedures, and regulations regarding accounting functions. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles, practices, and techniques. Must be able to effectively communicate accounting information

policies and/or procedures. Must be able of reviewing/analyzing a variety of financial records/reports necessary to document the receipt, allocation, and distribution of funds.

3. Working Conditions/Physical Demands (With or Without Accommodations): Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand, and accept a copy of this job description.

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Employee Signature

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Date

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Employee Name (Printed)