



JOB DESCRIPTION:	Accounting Administrator		
DEPARTMENT:	Accounting		
REPORT TO:	Executive Director of Accounting		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	430160	DATE APPROVED:	06/22/2020
		DATE MODIFIED:	08/01/2025

SUMMARY: Supervises accounting and clerical staff performing specialized or general accounting, statistical, or finance-oriented functions.

DUTIES:

1. Prepares and posts a variety of journal entries, including postage charges, computer usage, computer supplies, bookstore charges, and copier card charges.
2. Provides training and development of newly assigned or less experienced personnel.
3. Provides for the accumulation of data and the preparation of financial reports, special projects, and analyses as needed. Advises management regarding the effective use of resources and methods to maximize earnings.
4. Performs month-end closing activities, including verification of account balances.
5. Performs year-end and new-year processes, to include but not limited to, reconciliation of off campus book inventory, book checks, copy cards, physical science inventory, and museum inventory.
6. Manages all Capital Equipment including the tagging of all equipment on campus, and coordinating and verifying the Annual Asset Inventory for all campuses.
7. Assists Director of Accounting in a variety of functions and activities for overall department efficiency and effectiveness. Assists other accounting staff with completion of annual tax documents related to Accounts Receivable and Accounts Payable (i.e. 1099 & 1098T).
8. Responsible for records retention and destruction of records related to documentation related the accounting function.
9. Reviews, develops, and submits for approval department policies, procedures and operating standards. Completes a variety of regular and special activities as assigned to include but not limited to assistance during registration.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in an Accounting, Finance, or Business-related field with 5 years' experience or Associate degree in an Accounting, Finance, or Business-related field with 7 years of experience or High School Diploma or GED plus 10 years in an Accounting field required. Working knowledge in applying GAAP standards in a University financial 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 environment, 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.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

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.

Employee Signature

Date

Employee Name (Printed)