

JOB DESCRIPTION:	Accounting Specialist		
DEPARTMENT:	Accounting		
REPORT TO:	Accounts Payable or Payroll Administrator		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	#512010	DATE APPROVED:	01-AUG-2025
		DATE MODIFIED:	NEW

SUMMARY: Assists in a variety of administrative and clerical tasks for the accounting and payroll departments.

DUTIES:

1. Assists in maintaining accurate records for Accounts Payable, Payroll and Accounting.
2. Responds to staff, faculty and students with basic interpretation of all Accounts Payable and Accounting departmental procedures. Responds to inquiries from staff regarding wage, taxes, deductions and other related issues as appropriate. Coordinates with the Human Resources Department on the input and verification of information in the HRIS/Payroll system.
3. Electronically submits invoices to all University department supervisors for approval and authorization. Assists with inputting and reviewing AP invoices, for accuracy against purchase orders.
4. Processes journal entries when needed.
5. Assists with processing, verifying and reconciling all University Travel reimbursements.
6. Cross-trains and assists within the accounting department.
7. Assists in training and education of staff/Student workers regarding payroll and accounting processes. Assists staff and students with timecard submission and process flow.
8. Assists in reviewing all data entered in the payroll system to ensure accurate processing of wage and other compensation payments to all employees to include but not limited to voluntary and involuntary deductions.
9. Assists with processing both payroll and accounts payable checks and direct deposits.
10. Process payroll redistributions for student payrolls
11. Assists in maintaining and auditing records for annual leave, sick leave, and any additional leaves for all employees.
12. Provides a broad range of administrative functions. 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.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associates degree in business related field with 1 year of experience or High School Diploma or GED with 3 years of experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of general clerical office practices and procedures. Familiarity with Office Word and Excel. Skill in operating a computer terminal, calculator, and telephone. Must be able to follow instructions. Must be able to handle multiple deadlines and maintain accuracy.
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)

