The Department of Chemistry & Chemical Biology is looking for an accounting student to manage ~30 grant and contract awards for the faculty and principal investigator. Spreadsheets are already developed but need monthly reconciliation with internal UNM reports. In addition, the department needs help with purchasing and receiving using LoboMart. This is a part time position (20 hours a week). This position could be hired into a regular staff position in the future. The department is looking for someone who has a great eye for numbers and has excellent attention to detail. Please send your resume, cover letter and available schedule to Felicia Rider at frider@unm.edu

- Basic data entry and/or word processing skills.
- Experience with MS Office, especially Excel.
- General knowledge of accounting procedures.
- Knowledge of basic ordering, reconciling, and receiving.
- Ability to prepare routine administrative paperwork.
- Ability to read, sort, check, count, and verify numbers.
- Ability to perform simple accounting procedures.
- Records maintenance skills.
- Account balancing skills.
- Ability to use an automated accounting system.
- Ability to analyze and solve problems.
- Great team interactons.