Graduate Assistantship – Accounting Project Assistant

The Dermatology Department Administration Team has an exciting opportunity for a .50 FTE Accounting Project Assistant. The qualified applicant will receive compensation of $18/hr and up to 6 credit hours of tuition waiver, and insurance.

We are seeking a project assistant to help with various department initiatives, alongside the Department Administrator work to develop and expand departmental budgeting analysis, monthly reconciliation, and preparation of financial reports. Prepare productivity and revenue reports and conduct analysis to assist with the provider billing opportunities.

Tasks include data management (e.g. running mthly financial reports, downloading data, verifying accuracy) data analysis.

This role requires strong interpersonal skills and extraordinary competency in verbal and written communication. This position requires flexibility and excellent prioritization skills; one who performs well with minimal supervision with the ability to thrive and problem solve with competing deadlines.

Minimum Qualifications:

- Graduate Student in good academic standing
- Be available to work beginning in September 2022 for Fall 2022 semester (continued work into Spring 2023 is available upon successful completion of the Fall 2022 semester).

Preferred Qualifications:

- Data entry and word processing skills
- Experience with MS Office, especially Excel
- General knowledge of accounting procedures
- Record maintenance skills
- Accounting balancing skills
- Ability to use an automated accounting system
- Ability to analyze and solve problems
- Skill in analyzing and evaluating financial indicators
- Ability to work effectively with a wide range of individuals and constituencies in a diverse community.

If interested, please submit your cover letter and resume to Lalita Lopez de Gauntt at lalopez@salud.unm.edu and Azucena Villa at avilla@salud.unm.edu