NEW MEXICO JUDICIAL BRANCH

AOC DEPUTY CHIEF FINANCIAL OFFICER
(At-Will)

TARGET SALARY: $87,828-$175,656 annually, or $42.225-$84.450 hourly depending upon experience (pay range NN)
LOCATION: Santa Fe
FLSA STATUS: Exempt
JOB CODE: 2508JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under administrative direct assist the AOC Chief Financial Officer in the management and operations of the Fiscal Services Division of the Administrative Office of the Courts for the New Mexico Judicial Branch. Supervision is provided by the AOC Chief Financial Officer and the AOC Director.

EXAMPLES OF JOB DUTIES

- **The AOC Deputy Chief Financial Officer** assists the AOC Chief Financial Officer (CFO) in fulfilling the AOC's statutory mandate set forth in New Mexico Statutes Annotated (NMSA) 34-9-3(D), which relates to the finance of state courts supported by legislative appropriation. Serves as CFO proxy on designated Executive Boards and Judiciary Committees. In the absence of the AOC CFO, the AOC Deputy CFO assumes responsibility of the financial operations of the AOC.
- Assists with the oversight and management of the Fiscal Services Division, and the judiciary's statewide financial processes and systems.
- Assists the AOC Director and the AOC CFO with supervising, monitoring, and controlling the AOC's financial management and accounting functions and with directing the fiscal staff of the AOC in activities related to the overall financial management of the AOC and the New Mexico Judiciary.
- Hires, manages, organizes, and coordinates the work of professional financial staff. Assists subordinates in establishing and meeting goals, delineates available resources, coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops

and establishes procedures for the successful operation of the Division's administrative systems.

- Supervises, monitors and oversees the external audit process and monitors and executes annual external contract audit in compliance with the State Audit Rules and Procedures.
- Assists the AOC CFO with the preparation of financial data and annual AOC financial statements.
- Participates in the development of financial data and payment systems, and is responsible for developing and implementing procedures for managing and maintaining division functions to include procurement management, fund, and cash management, financial reconciliations, grant management, accounts receivable, and payable.
- Manages and oversees procurement as it relates to the recording of assets and issues, or other areas related to procurement.
- Oversee and coordinate budget projections with AOC division management and District Courts as needed. Works with fiscal services staff and program managers to validate expenditures and available budgets in order to provide monthly projections on various funds. Monitor and control the disbursement of contractual services' budget in various funds.
- Assists the AOC CFO, and serves as backup Chief Procurement Officer (CPO), in procurement management, fund and cash management, and reporting financial and performance data. Corrects and approves various accounting documents, requisitions, purchase orders, and financial records, troubleshoots and solves problems with vendor maintenance, and invoice payment and purchase order discrepancies. Ensures the accuracy of accounting transactions and data entry in compliance with GAAP, GASB, and DFA rules and regulations.
- Assesses the needs of and advocates for appropriate resources for programs within the Division.
- Prepares and assists with Legislative bill analysis and requests, serves as judiciary lobbyist, and attends, prepares, and presents information as needed for various meetings, committees, and projects in the absence of the AOC CFO.
- Performs fiscal research and analysis.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The ideal candidate must have demonstrated knowledge of supervisory techniques, preparation of government financial statements and external audit framework, operating budgets, governmental and general accounting principles, Judicial Branch Rules and Governmental Accounting Standards Board pronouncements (GASB), Governmental Generally Accepted Accounting Principles (GAAP), general ledger accounting systems, State Procurement Code, Statement of Auditing Standards, and the Department of Finance and Administration Rules and Regulations.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Finance, Accounting or a directly related field.

Education Substitution: Four (4) years of experience in finance management, budgeting, accounting, and/or auditing.

Experience: Nine (9) years combined experience in finance management, budget, finance, procurement, auditing, and/or accounting, and three (3) years of supervisory experience.

> **Experience Substitution:** Additional relevant education at the master's degree level (30 semester hours equals one (1) year of experience). Certified Government Financial Manager (CGFM), Public Accountant (CPA) or Certified Public Financial Officer (CPFO) certification may substitute for one (1) year of experience; education and/or certification may not substitute for supervisory experience.
>
> **Supervisory Substitution:** An additional three (3) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

Other: Possess and maintain Department of Finance and Administration (DFA) certification as CFO pursuant to NMAC 2.20.5 and, the Chief Procurement Officer certification pursuant to NMSA 1978 Section 13-95.2. Maintain annual CPEs related to CFO and CPO certification, State Audit Rules, and Financial Statement Preparation.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement

- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 03/01/98, Rev: 06/01/05, 08/01/10, 10/01/16, Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21; Created At-will 07/19/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, Rev: 05/15/25, 07/05/25; Rev Pay Range: 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.