NEW MEXICO JUDICIAL BRANCH

AOC FINANCIAL ADMINISTRATOR
(Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2512JB
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.
- Managing and accounting for the collection of revenue.
- 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 general direction of multiple AOC Division Directors the incumbent in this position will administer and manage the financial, audit, and budgetary processes of one or more Divisions. This includes compliance with the New Mexico Procurement Code, and are conducted fairly and with transparency to ensure ethical and accountable standards.

EXAMPLES OF JOB DUTIES

- **The AOC Financial Administrator** oversees and manages the consolidated procurement initiatives for goods and services across multiple AOC divisions.
- Develops a system to track and monitor the budget of programs and projects, and assist in the development of a division's annual budget request.
- Determines the appropriate methods for procurement and selection of vendors and works with division directors to define specific procurement needs and develop bid specifications.
- Recommends resolutions of vendor protests in accordance with statutes and regulations.
- Composes scope of work into evaluation criteria and evaluates bids to determine the lowest bid and vendor's ability to meet contract requirements prior to awarding of the contract.
- Provides specialized and/or technical contract management support services in the preparation, negotiation, and/or review of professional and technical services and contracts.
- Assists division personnel in determining appropriate procurement needs, and responsible for the centralized procurement of goods and services for multiple divisions, and coordinates purchasing activities with state and federal agencies and private vendors.
- Develops and implements judicious fiscal policies, procedures, and internal accounting controls.

- Prepares, verifies, and submits invoices for payment, and reviews payments in accordance with state procurement codes.
- Maintains division financial records by reviewing payroll information, purchase requisitions, vouchers, receipts, and other financial records and documents.
- Compares data contained in financial records in order to detect errors/discrepancies, reconciles accounts/records, and extracts and compiles information for reporting as requested.
- Maintain inventory of a division's tangible assets, implement policies to mitigate the risk of loss or liability, and oversee the maintenance and replacement schedules of division equipment.
- Determines most effective purchasing sources for goods in regard to cost, quality, and distribution and establishes measures and benchmarks for quality control and quality assurance.
- Coordinates account payable activities, including those relevant to a division's purchasing functions and payment authorizations.
- Prepares, analyzes, and maintains budget, budget controls, and corresponding fiscal records in relation to procurement and contract services.
- Monitors budgets by reviewing fund balances and reporting overages and shortages to appropriate personnel and division directors, assists in the budget preparation by compiling necessary information pertaining to budgets, accounts, inventories, and other financial operations, and addresses budget discrepancies and variations through fund balances.
- Reviews accounting reports, contracts, and agreements for compliance with state and federal regulations, DFA rules, and related policies.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should be able to demonstrate knowledge of accounting and financial management techniques, inventory management, purchase order procedures; resource management and resource allocation, budgeting and budgeting regulations; bid process procedures including Memoranda of Understanding (MOUs), Request for Proposals (RFPs), Invitation to Bid (ITB), Request for Information (RFI), Request for Qualifications (RFQ), and contracts; comprehension of the divisions programs, operations and business to provide thorough financial analysis.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Public or Business Administration, Finance, Accounting, Economics or related business field.

> **Education Substitution:** Relevant experience may substitute for education on a year for year basis.

Experience: Five (5) years experience in finance, budgeting, accounts payable and receivable, cash receipting and control, auditing, general ledger maintenance, state of New Mexico bid process and procedures, financial reporting, and/or procurement.

> **Experience Substitution:** Additional relevant education at the Master's degree level (30 semester hours equals one (1) year of experience) or Certified Government Financial Manager (CGFM), Certified Public Accountant (CPA), or Certified Public Financial Officer (CPFO) certification may substitute for one (1) year of experience.

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.

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: Created 10/7/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 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.