

NEW MEXICO JUDICIAL BRANCH

AOC FISCAL OPERATIONS MANAGER

(Classified)

TARGET SALARY: \$76,005-\$152,011 annually, or \$36.541-\$73.082 hourly depending upon experience (pay range LL)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 2513JB

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 the general direction of the AOC Fiscal Services Division (FSD) Director, this position will manage the fiscal and statewide support services operation of the AOC Fiscal Services Division.

EXAMPLES OF JOB DUTIES

- **The AOC Fiscal Operations and Services Manager** assists the AOC Chief Financial Officer and the AOC Deputy Chief Financial Officer 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.
- Plan, organize, and direct the activities of the Accounting, Procurement, Asset, and Grant services sections within the FSD.
- Hire, manage, organize, and coordinate the work of professional financial staff.
- Assist subordinates in establishing and meeting goals, and identifying available resources.
- Coach and motivate staff concerning the development and completion of FSD projects, deadlines, and priorities.
- Develop and establish standard operating procedures for the successful operation of FSD's administrative systems.
- Work with AOC personnel and managers to validate expenditures and available budgets in order to provide monthly projections.
- Monitor and control the disbursements of contractual services' budgets in various funds.

- Assist in the supervision, monitoring, and controlling of the AOC's financial management and accounting functions and directing the fiscal staff of the AOC in activities related to the overall financial management of the AOC and in support of the financial activities within the New Mexico Judiciary.
- Supervise, monitor and oversee the external audit process and monitor and execute annual external audit contract in compliance with the State Audit Rules and Procedures.
- Assist in the preparation of financial data and annual AOC financial statements.
- Participate in the development of financial data and payment systems; responsible for developing and implementing procedures for managing and maintaining division functions to include procurement management, asset management, fund and cash management, financial reconciliations, grant management, accounts receivable and payable.
- Possess and maintain the Chief Procurement Officer certification pursuant to NMSA 1978 Section 13-95.2. Serve as backup Chief Procurement Officer (CPO), in procurement management, fund and cash management, and reporting financial and performance data.
- Supervise, monitor and oversee the records, accountability and controls over fixed assets inventory.
- Oversee and manage the procurement of supplies, technology, equipment and capital assets on behalf of the AOC including the custodial care of equipment, furniture, fixtures and information technology equipment purchased by judicial entities.
- Follow proper procedures in asset purchasing, monitoring, transferring, disposal and inventory control, develop financial statements of capital assets, and maintain asset records.
- Forecast expenditures and train those involved in purchasing in the proper method of approving and purchasing assets.
- Correct and approve various accounting documents, requisitions, purchase orders, and financial records, troubleshoot and solve problems with vendor maintenance, and invoice payment and purchase order discrepancies.
- Ensure the accuracy of accounting transactions and data entry in compliance with GAAP, GASB and DFA rules and regulations.
- Assess the needs of and advocate for appropriate resources for programs within the FSD.
- Prepare and assist with Legislative bill analysis and requests.
- Attend, prepare and present information as needed for various meetings, committees and projects and perform fiscal research and analysis.
- 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; governmental and general accounting principles; Governmental Accounting Standards Board pronouncements (GASB), Governmental Generally Accepted Accounting Principles (GAAP), general ledger accounting systems, State Procurement Code, Statement of Auditing Standards, and Department of Finance and Administration (DFA) Rules and Regulations.

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, auditing, and general ledger maintenance to include a minimum of two (2) years experience in financial reporting 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) 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.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. 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.

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 performed in an office 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

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History of Job Description: Created 10/25/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution
Rev Pay Range: 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](#).