

NEW MEXICO JUDICIAL BRANCH

COURT 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: 2535JB

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction manage the operations of the fiscal department of a judicial entity.

EXAMPLES OF JOB DUTIES

- **The Court Financial Administrator** is responsible for the fiscal operations of a judicial entity or department.
- Prepares and submits a budget and financial reports.
- Plans, organizes, and oversees financial operation in a court.
- Reconciles court fund reports and prepares financial statements.
- Develops, implements and maintains fiscal policies, procedures, internal accounting controls and guidelines.
- Prepares or oversees the preparation of the Interest Earning Activity and State Fund Deposit Balance reports and submits to State Treasurer's Office.
- Ensures end-of-month Odyssey and banking reports are submitted timely.
- Prepares and approves operating transfers with other judicial and state agencies including year-end reversions.
- Prepares journal entries and journal vouchers for grants, receivables, audit adjustments, and accounting ledger transfers.
- Maintains or oversees the maintenance of the trust account checkbook for litigant funds.
- Maintains and reconciles additional non-reverting budget.
- Tracks and depreciates capital inventory and keeps current records of all fixed assets.
- Prepares appropriation requests, operating budgets, and supplemental budget requests.
- Ensures all budget documents are prepared for submission and presentation to the Legislature and State Budget Division.
- Works with external auditors to prepare for annual audits.
- Ensures all DFA deadlines are met and submitted documents are in compliance.
- Reconciles Point of Sale transactions in Odyssey to monthly financial statements. Performs grant management and grant draws/reimbursements.
- Reviews, compiles, and submits all travel documents for employee and judge reimbursements.

- Works with the Judicial Education Center regarding scholarships and reimbursement for tuition and training.
- Processes and submits Jury and Witness invoices into SHARE.
- Processes and submits witness documents from the District Attorney and Attorney General's office for travel reimbursements.
- Performs internal audit functions on funding and various budget and trust/cash accounts.
- Provides information and analysis to the Administrative Office of the Courts, other courts or agencies, local public bodies and federal agencies.
- Submits Capital requests in the Infrastructure Capital Improvement Projects system.
- Submits quarterly updates into the Capital Project Monitoring System for the Department of Finance and Administration and the Legislative Finance Committee requirements.
- Prepares the Capital Improvement Four-Year Plan and Capital Improvement Request, administers Capital Improvement Budget(s).
- Follows disposition of asset process as outlined by the State Auditor's office.
- Administers purchasing process in accordance with State Procurement Code.
- Administers financial and procurement/procurement card software programs.
- Reviews bail bonding systems, which process felony and misdemeanor bail bonds.
- Oversees the preparation of daily cash deposits and the processing of cash transfers to the State Treasurer's Office.
- Prepares the Capital Improvement Four-Year Plan and Capital Improvement Request, administers Capital Improvement Budgets.
- May serve as Chief Financial Officer.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of public accounting and financial management techniques; computer financial systems, governmental and general accounting principles; model accounting practices; principles and practices of public and court administration; payroll, cash and internal control procedures, managing multiple and diverse projects and evaluating work products; operating budgets; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); Department of Finance and Administration's Manual of Model Accounting Practices (MAPS); Statement of Auditing Standards; federal and state statutes; and bonding processes.

MINIMUM QUALIFICATIONS

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

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Five (5) years of experience in budgeting, accounts payable and receivable, cash receipting and control, auditing, general ledger maintenance, financial reporting and procurement.

Experience Substitution: Additional relevant education at the Master's degree level (thirty (30) semester hours equals one (1) year of experience) or Certified Government Financial

Manager (CGFM), 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.

** 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: 06/25/05, Rev: 08/31/10, 10/28/16, 01/30/20, 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.