TARGET SALARY: $66,514-$133,026 annually, or $31.978-$63.955 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2532JB
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 the court or judicial entity.

EXAMPLES OF JOB DUTIES

The Court Financial Manager 1 is responsible for moderately complex accounting and budgeting functions with an annual operating budget of less than four million and human capital resources of less than 80 employees.

The number of employees, subordinate supervisors, managers, and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Court Financial Manager job classification series.

- responsible for the fiscal management of the court/judicial entity.
- Trains, supervises, mentors and evaluates a professional staff of two or more.
- Develops, implements and maintains fiscal policies, procedures, internal accounting controls and guidelines.
- Oversees or reconciles court/judicial entity's funds and or division's financial reports.
- Maintains or oversees the maintenance of the trust account check book for litigant funds.
- Prepares and submits claims for reimbursement on grants, contracts and inter-governmental agreements as well as prepares and files IRS forms.
- Prepares fiscal impact analysis reports.
- 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.
- Administers the budget and ensures revenues and expenditures are within the appropriations and budget guidelines.
- Monitors capital improvement bonding and expenditures.
- Analyzes and requests BAR authority as required.
- Implements and maintains fiscal policies, procedures, internal accounting controls and guidelines and assists in developing court/juridical entity administrative policies.
- Works with external auditors to prepare for annual audits.
- Ensures necessary documents and other information is provided to auditors and audit is completed in a timely manner.
- Performs internal audit functions on funding and various budget and trust/cash accounts.
- Conducts physical inventory of assets and oversees staff in procurement process.
- Prepares or oversees the preparation of the Interest Earning Activity and State Fund Deposit Balance reports and submits to State Treasure's Office (STO).

- Provides information and analysis to Administrative Office of the Courts, other courts or agencies, local public bodies and federal agencies.
- Oversees the preparation of cash deposits and the processing of cash transfers to the STO.
- May serve as Chief Financial Officer of the court.
- Other duties as assigned.
- The number of employees, subordinate supervisors, managers, and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Court Financial Manager job classification series.

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); 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 Administration, Finance, Accounting, or a directly related field.

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

Experience: Five (5) years' experience in budgeting, accounts payable and receivable, cash receipting and control, auditing, general ledger maintenance, financial reporting and procurement, and two (2) years' of supervisory experience.

> **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. Education and/or certification may not substitute for supervisory 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 two (2) 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 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, employeeassistance 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: 12/11/13 Rev: 02/11/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21; Rev: 04/19/21, 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.