

NEW MEXICO JUDICIAL BRANCH

COURT FINANCIAL OPERATIONS MANAGER

(Classified)

TARGET SALARY: \$82,110-\$164,220 annually, or \$39.476-\$78.952 hourly depending upon experience (pay range MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2061JB
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

Under administrative direction, directs the Fiscal Services Division of a large judicial entity and serves as the entity's Chief Financial Officer. This job classification is for use at the Second Judicial District Court and/or the Bernalillo County Metropolitan Court.

EXAMPLES OF JOB DUTIES

- **The Court Financial Operations Manager** is responsible for planning, organizing, directing and controlling the activities of the Accounting, Support Services and Budget divisions.
- Supervises a fiscal services division consisting of two (2) or more financial staff.
- Directs the preparation, submission and justification of appropriation request, operating budget and budget adjustment requests.
- Ensures compliance with approved operating budget and all policies, procedures, rules, regulations and laws.
- Oversees grant administration and compliance, as well as other state and/or federal funds reporting compliance.
- Review and participates in procurement process including Requests for Proposals, Invitations to Bid, and issues and evaluates resulted proposals in compliance with state procurement code.
- Directs the preparation submission and justification of capital request, Infrastructure Capital Improvement Plan (ICIP) database and Capital Project Monitoring System (CPMS) reporting for DFA/LFC.
- Oversees Severance Tax Bond capital appropriations working with the Board of Finance on questionnaires and draw requests.
- Oversees grant financial management of budget, compliance, projections, reimbursements, matching requirements, quarterly/annual financial reporting and closeout.
- Prepares and submits requests for special, supplemental, and deficiency appropriations and other funds as needed on behalf of the court/judicial entity.
- Researches, analyzes, and reports financial data, and prepares annual court/judicial entity

financial statements, Management Discussion and Analysis and Financial Footnotes.

- Oversees the administration, accounting, and submission of unclaimed property.
- Oversees the posting of deposits in SHARE and review of receivables.
- Oversees the posting of SHARE journal entries, operating transfers and journal vouchers.
- Ensure the consistent use of effective controls and accountability for the timely and accurate receipt, recording, reconciliation and deposit of all cash receipts.
- Confirms the use of controls and accountability for the receipt, recording, reconciliation and deposit of all cash receipts.
- Oversees bail bonding system and ensures that bond agents comply with state licensing laws, court rules, forfeitures and collateral requirements;
- Oversees bond reconciliation to ensure the bonds have been posted to the correct case in the case management system.
- Oversees the administration, accounting, and disbursement of State Treasury funds, bonds, litigant funds and unclaimed properties.
- Develop and implement prudent fiscal policies and procedures for the court.
- Administers the court's accounting, purchasing and budgeting systems.
- Ensures that all payments to vendors are accurate, timely and certifies that they are for services rendered or goods received in accordance with State law.
- Ensure accuracy and timeliness of monthly reconciliations and trial balances.
- Develops and implements a program of internal audits of the case management and cash receipting systems.
- Plans, organizes, coordinates and reviews necessary work to complete the annual external audit, including the solicitation for bids, selection process and execution of the contract.
- Prepares the agency's annual financial statements.
- Supervises the records, accountability and controls over fixed assets inventory; including depreciations, additions and deletions.
- Tracks, reviews, analyzes and advises Judges and senior court administration on proposed and final appropriation legislation and fiscal impact analysis reports review.
- Tracks, projects and includes debt service payments and audit/financial entries.
- Serves as the entity's Chief Financial Officer in compliance with the New Mexico Administrative Code.
- Liaises with governmental analysts, legislators, and local governmental officials regarding budget, financial data and/or contracts.
- May serve as Chief Procurement Officer of a court/judicial entity.
- May serve as Chair of the Fixed Assets Disposition Committee of a court/judicial entity.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques, financial systems; operating budgets; capital budgets; governmental and general accounting principles; model accounting practices; principles of public and court administration; managing multiple and diverse projects; cost-effective procurement policies and procedures; legislative process; case management; compliance and cash receipting processes, systems and controls; Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board 34 (GASB 34); the Statement of Auditing Standards, SFA's Model of Accounting Practices (MAPS) and the bonding processes.

MINIMUM QUALIFICATIONS

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

Education Substitution: Four (4) years' of directly related or relevant experience.

Experience: Seven (7) years' combined experience in budget, finance, procurement, auditing, or accounting, 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, 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: 05/07/16, Rev: 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.