NEW MEXICO JUDICIAL BRANCH

FINANCIAL SPECIALIST SENIOR
(Classified)

TARGET SALARY: $51,965-$103,929 annually, or $24.983-$49.966 hourly depending upon experience (pay range II)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 2545JB
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 supervision perform a full range of accounting and fund management functions.

EXAMPLES OF JOB DUTIES

- **The Financial Specialist Senior** is responsible for preparing, reviewing, correcting, auditing and approving various accounting documents and financial records to ensure proper usage of budget, funds and expenditures.
- Ensures compliance with state accounting guidelines and provides information to external auditors.
- Maintains general ledgers and reconciles monthly reports.
- Performs monthly bank reconciliation for interest-bearing and non-interest bearing accounts.
- Prepares, develops, and implements budgets and may monitor payroll and benefit expenditures.
- Reviews cash and surety bonds on a daily/monthly basis and reconciles monthly bond activity.
- Maintains collateral for surety/property bonds and transfers bonds to other jurisdictions for out-of-county cash bond payments and for Grand Jury indictments/preliminary hearings.
- Manages and assists with various grants and monitoring expenditures and revenue while ensuring compliance with grant conditions.
- Prepares and submits claims for reimbursement on grants, contracts, and intergovernmental agreements.
- Prepares payment and journal vouchers, operating transfers, and financial statements.
- Reviews for accuracy and pays invoices and interacts with vendors.
- Pays invoices accurately and timely and interacts with vendors.
- Verifies and reconciles petty cash for reimbursement.
- Reviews, compiles, and submits all travel documents for employee and Judge reimbursements.

- Works with the Judicial Educations 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.
- Ensures all DFA deadlines are met and submitted documents are in compliance.
- Requests refunds of filing fees or other fees as ordered by the court and collects Non-Sufficient Funds (NSF) owed to the court.
- Maintains and reconciles additional non-revering budget, i.e. Metro Park fund and agency account.
- Prepares and tracks statistical reports used for budgets and assists in budget preparation.
- Tracks and depreciates capital inventory and keeps current records of all fixed assets.
- Oversees recordings of warrants and initiates warrant cancellations.
- Prepares audit deliverables for submission and participates in the annual external audit.
- Assists with reconciling financial reports.
- Manages refund/suspense fund and processes jury/witness fees.
- Oversees or prepares deposit reports and monies to State Treasurer's Office.
- Processes disbursements per court order to litigants.
- Posts monthly bank interest for each interest-bearing case in Odyssey.
- Prepares yearly Unclaimed Property Report and transfers unclaimed monies to State Taxation and Revenue Department.
- Tracks Yearly 1099-int over $10.00 paid to litigants. Prepares spreadsheet at the end of the year to send to Department of Finance and Administration.
- Performs monthly reconciliation of Odyssey.
- Deposits, enters, and reconciles suspense and overpayments to the Department of Finance and Administration.
- Participates in external audit processes with Judges and court staff.
- Reconciles and processes third-party credit card payments and E-Payment Deposits for courts statewide.
- Reconciles daily Point of Sale transactions in Odyssey to financial statements. Understanding of the various reports through the VitalCheck Product Suite and Wells Fargo Business Track to troubleshoot any issues that may arise.
- Reviews and ensures all checks issued are submitted to Wells Fargo Positive Pay to assist in fraud management.
- Serves as a point of contact for Department of Finance Authority vendor files, journaling deposits, and processing W9s for vendors.
- Provides consultation, training, resources, and professional support to judges, court managers, and staff statewide.
- Travels to courts statewide to provide training on End of Month Reporting, Stale Dated checks, and over-payments.
- Assists with training court staff regarding financial functions.
- Initiates or conducts Requests for Quote and may make recommendations for purchase of the goods/services.
- May serve as Certified Procurement Officer.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of financial and case management systems; accounts payable and receivable; general ledger accounting systems; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); Department of Finance and Administration's Manual of Model Accounting Practices (MAPS); fraud control practices and procedures; internal and external audit procedures; trust accounts; federal, state and local rules and regulations pertaining to grants; inventory processes and budgeting processes.

MINIMUM QUALIFICATIONS

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

Education Substitution: Two (2) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Four (4) years of experience utilizing Governmental Generally Accepted Accounting Principles (GAAP) in cash receipting and control, general ledger maintenance and financial reporting, and accounts payable and receivable.

Experience Substitution: A Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or a directly related business field may substitute for up to one (1) year of experience. 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, 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: 06/02/05, Rev: 08/31/10, 10/28/16, 02/06/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25

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.