NEW MEXICO JUDICIAL BRANCH

FINANCIAL SUPERVISOR
(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: 2555JB
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 prepare, review, correct, audit and approve various accounting documents and financial records to ensure proper usage of budget, funds and expenditures.

EXAMPLES OF JOB DUTIES

- **The Financial Supervisor** is responsible for performing a full range of accounting and fund management functions; ensuring compliance with state accounting guidelines and providing information to external auditors.
- Trains, supervises, mentors, evaluates and motivates a professional financial staff of two or more.
- Prepares, develops and implements budgets, payroll functions and/or benefit administration.
- Maintains general ledger and reconciles monthly reports and judicial entity cash and bank accounts.
- Prepares and submits claims for reimbursement on grants, contracts, and intergovernmental agreements.
- Oversees or prepares payments, journal vouchers, and operating transfers.
- Pays invoices and interacts with vendors.
- Requests refunds of filing fees or other fees as ordered by the court and collects Non-Sufficient Funds (NSF) owed to the court.
- Manages and assists with various grants and monitoring expenditures and revenue while ensuring compliance with grant conditions.
- Deposits, enters, and reconciles suspense and overpayments to the Department of Finance and Administration.
- Reconciles and processes third-party credit card payments and e-payment deposits for courts statewide.
- Reviews cash and surety bonds on a monthly basis, maintain collateral for surety and transfers bonds to other jurisdictions for out-of-country cash bond payments and for Grand Jury indictments.
- Oversees recordings of warrants and initiates warrant cancellations.
- Prepares for and participates in the annual external audit.

- Assists with reconciliation of financial reports.
- Manages refund/suspense fund and processes jury/witness fees.
- Oversees or prepares deposit reports and monies to State Treasure's Office (STO).
- Trains court personnel in financial processes and functions.
- Tracks, records and reports capital inventory and fixed assets.
- Provides consultation, training, resources and professional support to judges, court managers and staff statewide.
- Prepares, develops and implements budgets and monitors payroll and benefit expenditures.
- Initiates or conducts requests for quotes and may make recommendations or purchase goods/services..
- Maintains litigant trust accounts.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques; financial accounting and case management systems; accounts payable and receivable; general ledger accounting system; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); fraud control practices and procedures; New Mexico Judicial Branch Rules; internal and external audit procedures; trust accounts; federal, state and local rules and regulations pertaining to grants; and legislative 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 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, accounts payable and receivable, and two (2) years of supervisory experience.

> **Experience Substitution:** Bachelor's degree in Public Administration, Business Administration, Finance, Accounting or a directly related 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, Certified Public Accountant or Certified Public Financial Officer certification may substitute for one (1) year of experience. Education and/or certification may not substitute for supervisory experience.
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> **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: 03/09/98, Rev: 06/02/05, 08/31/10, 10/28/16, 02/06/20, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 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.