NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION
DEPUTY CHIEF FINANCIAL OFFICER
(Classified)

TARGET SALARY: $76,005-$152, 011 annually, or $36.541-$73.082 hourly depending upon experience (pay range LL)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
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 assist the Judicial Standards Commission (JSC) Executive Director, and the Deputy Director with management of the financial, budget, audit and procurement requirements of the agency.

EXAMPLES OF JOB DUTIES

- **The JSC Deputy Chief Financial Officer** is responsible for performing a full range of accounting and fund services to ensure compliance with state accounting guidelines, and provide information to external auditors.
- Prepares annual budget appropriation and operating requests.
- Develops and implements project budgets oversees payroll audit and reconciliation.
- Prepares and assists in contracting, procurement, asset control, and vendor relations.
- Processes and posts vouchers, operating transfers, encumbrances, warrants, warrant cancellations and journal entries.
- Prepares and submits Request to Pay Prior Year Approval forms.
- Tracks vouchers and posts monthly transactions into accounting software and reconciles reports to agency books.
- Prepares cash receipts and deposits, verifies cash balances, and ensures funds are posted to the correct account.
- Follows up on nonsufficient fund (NSF) checks.
- Prepares expenditure reports and makes adjustments.
- Prepares and monitors bank and procurement card reconciliations.
- Prepares accounts receivable and generate receipts for incoming payments.
- Processes and prepares reports and cash transfers to the State Treasurer's Office.
- Serves as a point of contact for Department of Finance Authority vendor file.
- Prepares, reviews, corrects, and approves various accounting documents and financial records to ensure proper usage of budget, funds, and expenditures.
- Maintains general ledger and reconciles to monthly reports.
- Prepares statistical reports used for budgets.
- Oversees recordings of warrants and initiates warrant cancellations.

- Oversees or prepares deposit reports and deposit monies to financial institutions and State Treasurers Office (STO).
- Prepares appropriation requests, operating budgets, budget adjustment requests, and supplemental and special budget requests.
- Ensures all budget documents are properly prepared for submission and presentation to the Legislature and State Budget Division.
- Assists in the administration of the budget and ensures revenues and expenditures are within the appropriations and budget guidelines.
- Testifies before various legislative and executive committees regarding the financial need of the agency.
- Assists in preparing Executive Director for lobbying and testimony before Legislative committees.
- Prepares and submits legislative bill analysis and fiscal impact requests.
- Reviews and controls expenditures against approved operating budgets and monitors revenue and expenditures for programs and various fund accounts.
- Assists Executive Director in preparing and managing agency contracts.
- Works with and assists external auditors to prepare for annual audits and has oversight of the external audit process.
- Assists in the audit preparation and financial related statements and narratives.
- Assists Executive Director in correcting problems and findings identified in audit.
- Serves as Chief Procurement Officer.
- Makes determinations, including determinations regarding exemptions, pursuant to the Procurement Code.
- Issues purchase orders and authorize small purchases pursuant to the Procurement Code.
- Tracks capital inventory and keep current records of all assets, equipment, and supplies.
- Assists with budget projections and prepare reports for use in financial control and budget analysis.
- Analyzes trends and provide guidance in budget preparations.
- May serve as Chief Financial Officer, either independently or in conjunction with the Executive Director.
- May communicate with and provide guidance and clarification to other agencies regarding funding for programs and agency finances.
- 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 system; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB) pronouncements; fraud control practices and procedures; internal and external audit procedures; purchasing, inventory and asset control and reporting, and the legislative and budgeting processes; tracking bills; Statement of Auditing Standards,; contracts, Memorandum of Understanding (MOUs); Requests for Proposal (RFPs); bookkeeping and depreciation methods; performance-based budgeting; statistical analysis; Generally Accepted Auditing Standards (GAAS); current auditing rules; research methods; government financial statements and external audit framework; principles and practices of public administration; Department of Finance and Administration Rules and Regulations; and financial reporting.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Public Administration, Business, Finance, Accounting or a directly related business/legal 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 combined experience in utilizing Governmental Generally Accepted Accounting Principles (GAAP) in cash receipting and control, general ledger maintenance and financial reporting, budgeting, accounts payable and receivable, financial oversight, procurement, auditing, and accounting.

> **Experience Substitution:** A Bachelor's degree in Public Administration, Business, Finance, Accounting or 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, and 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: 06/18/13, Rev: 06/27/18, 02/18/20, Benefits updated: 2/26/2021, 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 505/827-4810. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.