NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION
FINANCIAL MANAGER
(At-Will)

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
BENEFITS: Competitive benefits package offered

NEW MEXICO JUDICIAL STANDARDS COMMISSION

The New Mexico Judicial Standards Commission is an independent state agency within the judicial branch of the state government. The Commission is charged with investigating allegations of misconduct and disability against New Mexico state, county, and municipal judges within Article VI of the New Mexico Constitution.

GENERAL STATEMENT OF DUTIES

Acting under general supervision, assist the Judicial Standards Commission (JSC), Executive Director, and the Deputy Director, with financial, budget, audit and procurement functions.

EXAMPLES OF JOB DUTIES

- **The JSC Financial Manager** is responsible for performing a full range of accounting and fund services and management functions.
- Ensures compliance with state accounting guidelines and provide information to external auditors.
- Prepares annual budget appropriation requests and operating requests.
- Develops and implements project budgets and is responsible for payroll audit and reconciliation.
- Prepares and assists in contracting, procurement, asset control, and vendor relations.
- Processes, posts and tracks vouchers, operating transfers, encumbrances, warrants and warrant cancellations and journal entries in the accounting software system.
- Prepares and submits Request to Pay Prior Year Approval forms.
- Performs post-payment checks and posts monthly transactions into accounting software to reconcile reports to agency books.
- Prepares cash receipts and deposits and verifies cash balances.
- Ensures funds are posted to the correct account and follows up on nonsufficient fund (NSF) checks.
- Tracks capital inventory and keeps current records of all fixed assets.
- Procures and maintains inventory of assets, equipment, and supplies.
- Monitors payroll expenditures, audits and reconciles payroll reports.
- Prepares, maintains, and archives journal ledgers and financial reports for audit.
- 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 monthly reports.

- Reconciles entity cash and bank accounts.
- Assists in the preparation audit and financial related statements and narratives.
- Prepares statistical reports used for budgets.
- Prepares for the annual external audit.
- Oversees or prepares deposit reports and deposits monies to financial institution and State Treasurer's 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.
- Reviews and assists Executive Director in preparing and managing agency contracts.
- Reviews accounting documents, invoices, and controls expenditures against approved operating budgets.
- Prepares various financial documents, projections and reports and makes recommendations to Executive Director and/or Chief Financial Officer.
- Tracks and analyzes fiscal impact on legislative bills.
- Works with external auditors to prepare for annual audit.
- Ensures necessary documents and other information is provided to auditors and audit is completed in a timely manner.
- Assists Executive Director in correcting problems and findings identified in audit.
- Performs internal audit functions on funding and various budget and cash accounts and correct any problems discovered in internal audit.
- Oversees or conducts annual physical inventory.
- Follows disposition of asset process as outlined by the State Auditor's office.
- Assist in preparing Executives for lobbying and testimony before legislative committees.
- Prepares payment and journal vouchers and operating transfers.
- May work with financial institutions and other state and governmental agencies.
- 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: Associate's degree from an accredited college or university in Public Administration, Business, Finance, Accounting or a directly related business/legal field.

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

Experience: Four (4) years' 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, and financial oversight

> **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 (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: 10/31/12, Rev: 02/18/20, Benefits updated: 2/26/21, 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.