

NEW MEXICO JUDICIAL BRANCH

AOC BUDGET ANALYST (Classified)

TARGET SALARY: \$61,479-\$122,957 annually, or \$29.557-\$59.114 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
JOB CODE: 2520JB
FLSA STATUS: Exempt
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to support the courts of New Mexico in accomplishing their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Managing and accounting for the collection of revenue.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Acting under general direction coordinate and prepare multiple, statewide Judicial Branch annual budget appropriation and operating requests.

EXAMPLES OF JOB DUTIES

- **The AOC Budget Analyst** is responsible for preparing and coordinating statewide judicial branch budget appropriation requests, operating budget, and budget adjustment requests and supporting narratives.
- Prepares and tracks capital outlay budget requests, supplemental appropriation requests, and special appropriation requests as required for each fiscal year for the judicial entity.
- Ensures budget documents are prepared for submission and presentation to the New Mexico Legislature and the Department of Finance and Administration (DFA) State Budget Division.
- Monitors legislative bills and creates budgetary projections for the court if legislative bills were to pass during the legislative session.
- Prepares the budgetary variance reports on funding and costs, and prepares budget forms for expenditure category and/or program transfers for management to include projections and track available budget by division or department over the fiscal year.
- Prepares budget reallocation forms (BRFs) and budget adjustment requests (BARs) to assist in reallocating funds within the division or department categories based on the needs of their respective budget.
- Prepares, reconciles, and reviews the biweekly payroll process to provide budgetary projections for administration.
- Ensures compliance with approved operating budget and availability of funds.
- Reviews, analyzes, and monitors statewide judicial branch expenditures against approved operating

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budgets.

- Monitors revenue and expenditures for statewide judicial branch grants, programs, and fund accounts.
- Keep track of daily invoices for various departments on EXCEL spreadsheets to track the availability of budget on each purchasing order).Reviews and manages intergovernmental agreements and contracts.
- Extensive use of SHARE financial management system and its reports/queries (e.g., encumbrance purchase orders; budget journals; financial reports and export to an excel document).
- Oversees and analyzes monthly reconciliation of financial transaction reports.
- Ensures budget submissions meet requirements and contain all pertinent information.
- Analyzes statewide trends for presentations and guidance in budget preparations.
- Prepares various financial documents, projections and reports and makes recommendations to AOC Director, and or other executives.
- Tracks and analyzes judicial branch fiscal impact on legislative bills.
- Knowledge and usage of the Budget Formulation and Management (BFM) Software System to prepare budgets, track performance measures and report on budget to actual as established by New Mexico DFA State Budget Division.
- Ensures all SFA deadlines are met and submitted documents are in compliance. Knowledge and usage of the Manual of Model Accounting Practices (MAPs) as established by New Mexico DFA Financial Control Division.
- Makes presentations to various groups within the court/judicial entity and/or legislative committees.
- Participates and provides budget documents for the annual agency external financial audit.
- Provides guidance, training and assist in prepare budget appropriation requests.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of performance-based budgeting; statistical analysis; legislative, lobbying and budgeting process; legislative bill tracking, analysis and reporting; financial accounting and case management systems; Governmental Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS); current auditing rules; and research methods. Knowledge and usage of the Manual of Model Accounting Practices (MAPs) as established by New Mexico DFA Financial Control Division.

MINIMUM QUALIFICATIONS

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

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Four (4) years of budgeting and financial oversight 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.

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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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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: 08/31/10, Rev: 10/28/16, 01/29/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23

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.