

NEW MEXICO JUDICIAL BRANCH

BUDGET ANALYST (Classified)

TARGET SALARY: \$54,633-\$109,269 annually, or \$26.266-\$52.533 hourly depending upon experience (pay range JJ)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 2525JB

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 coordinates and prepares annual budget appropriation requests and operating requests.

EXAMPLES OF JOB DUTIES

- **The Budget Analyst** is responsible for preparing budget appropriation requests, operating budget requests, budget adjustment requests and the 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 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 and controls expenditures against approved operating budgets.
- Monitors revenue and expenditures for grants, programs, and various fund accounts.
- Works with various statewide courts and agencies to ensure responses to budget questions and/or requests for budget information are submitted in a timely manner.
- Ensures budget submissions meet requirements and contain pertinent information.
- Oversees and analyzes monthly reconciliation of financial transaction reports.
- Reviews and manages contracts for court or agency.
- Reviews and approves accounting documents, invoices, and other financial records

- prepared by other fiscal services and purchasing staff.
- Prepares monthly grant billings to receive funding reimbursement from the Administrative Office of the Courts (AOC).
 - Analyzes trends for presentations and guidance in budget preparations.
 - Tracks and analyzes fiscal impacts on legislative bills and testifies before legislative committees.
 - Participates in the annual agency financial audit.
 - 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).
 - Knowledge and usage of the Budget Formulation and Management (BFM) Software System to prepare budgets, track performance measures and report on the 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 the New Mexico DFA Financial Control Division.
 - Provides guidance and training to Financial Specialists in budget coordination and preparation.
 - Prepares various financial documents, projections, and reports and makes recommendations to the AOC Director, Court Executive Officer, Division Director, and/or Chief Financial Officer.
 - Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

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

MINIMUM QUALIFICATIONS

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

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

Experience: Three (3) years of budgeting and financial oversight experience.

Experience Substitution: 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, 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: 06/02/05, Rev: 08/31/10, 10/28/16, 02/06/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 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.