

# NEW MEXICO JUDICIAL BRANCH

## COURT FINANCIAL MANAGER 2

(Classified)

**TARGET SALARY:** \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range LL)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 2530JB

**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 manage the operations of the fiscal, budget and/or support services departments of the court or judicial entity.

### **EXAMPLES OF JOB DUTIES**

- **The Court Financial Manager 2** is responsible for complex accounting and budgeting functions with an annual operating budget of four million or more and human capital resources of 80 employees or more and is the primary financial officer of a judicial entity.
- Trains, supervises, mentors and evaluates a professional staff of two or more.
- Develops, implements and maintains prudent fiscal policies, procedures, internal accounting controls and guidelines.
- Ensures that all payments to vendors are accurate and timely and certifies that they are for services rendered and goods received in accordance with state law.
- Oversees bail bonding system and ensures that bond agents comply with state licensing laws, court rules, forfeitures and collateral requirements.
- Oversees bond reconciliation to ensure the bonds have been posted to the correct case in the case management system.
- Oversees or reconciles court/judicial entity's funds and or division's financial reports.
- Ensures end-of-month Odyssey and banking reports are submitted timely based on AOC requirements of submission and reporting.
- Prepares and approves operating transfers with other judicial and state agencies including year-end reversions.
- Prepares and oversees journal entries and journal vouchers for grants, receivables, audit adjustments, and accounting ledger transfers.
- Prepares deposits in SHARE.
- Maintains or oversees the maintenance of the trust account checkbook for litigant funds.
- Oversees and reconciles additional non-reverting budget.
- Oversees the administration, accounting, and submission of unclaimed property.
- Oversees and approves all travel documents for employee and judge reimbursement.
- Reconciles journal entries, operating transfers in/out, SHARE deposits, and payroll.
- Tracks and depreciates capital inventory and keeps current records of all fixed assets.

- Prepares and submits claims for reimbursement on grants, contracts, admin and inter-governmental agreements as well as prepares and files IRS forms.
- Oversees grants administration and compliance, as well as other state and/or federal funds reporting compliance.
- Prepares fiscal impact analysis reports.
- Prepares appropriation requests, operating budgets, special, supplemental, and deficiency appropriations and other funds as needed on behalf of the court/judicial entity.
- Testifies or presents information to internal judiciary committees as well as legislative and executive bodies in support of the judicial entity's budget priorities.
- Ensures all budget documents are prepared for submission and presentation to the Legislature and State Budget Division.
- Submits Capital requests in the Infrastructure Capital Improvement Projects system.
- Submits quarterly updates into the Capital Project Monitoring System.
- Prepares the Capital Improvement Four-Year Plan and Capital Improvement Request, and administers the Capital Improvement Budget(s).
- Administers the budget and ensures revenues and expenditures are within the appropriations and budget guidelines.
- Monitors capital improvement bonding and expenditures.
- Analyzes and requests BAR/BRF authority as required.
- Implements and maintains fiscal policies, procedures, internal accounting controls and guidelines and assists in developing court/judicial entity administrative policies.
- Works with external auditors to prepare for annual audits.
- Ensures all Department of Finance and Administration deadlines are met and submitted documents are in compliance.
- Ensures necessary documents and other information is provided to auditors and audit is completed in a timely manner.
- Researches, analyzes, and reports financial data, and prepares annual court/judicial entity financial statements, Management Discussion and Analysis and Financial Footnotes.
- Performs internal audit functions on funding and various budget and trust/cash accounts.
- Conducts physical inventory of assets and oversees staff in the procurement process.
- Prepares or oversees the preparation of the Interest Earning Activity and State Fund Deposit Balance reports, bonds, litigant funds and unclaimed property and submits to the State Treasurer's Office.
- Provides information and analysis to the Administrative Office of the Courts, other courts or agencies, local public bodies, and federal agencies.
- Oversees the preparation of cash deposits and the processing of cash transfers.
- Oversees all accounts receivable and accounts payable functions for day-to-day court operations.
- Prepares end of year comprehensive annual financial report for submission to the Department of Finance and Administration .
- May serve as Chief Financial Officer of the court.
- May prepare agency's annual financial statements.
- May serve as loss control officer.
- May investigate allegations or complaints regarding fraud or misuse of state funds or property.
- Other duties as assigned.

- The number of employees, subordinate supervisors, managers, and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Court Financial Manager job classification series.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of personnel management techniques; public accounting and financial management techniques; computer financial systems, governmental and general accounting principles; model accounting practices; principles and practices of public and court administration; payroll, cash and internal control procedures, managing multiple and diverse projects and evaluating work products; operating budgets; capital budgets; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); Department of Finance and Administration's Manual of Model Accounting Practices (MAPS); Statement of Auditing Standards; federal and state statutes; and bonding processes.

## **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:** Six (6) years experience in budgeting, accounts payable and receivable, cash receipting and control, auditing, general ledger maintenance, financial reporting and procurement, and two (2) years of supervisory 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), Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Public Financial Officer (CPFO) certification may substitute for one (1) year of experience. Education and/or certification may not substitute for supervisory experience.

**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, 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: 03/09/98 (Court Accountant), Rev: 05/22/00, 02/01/05, 08/31/10, 12/11/13 (Court Financial Manager 2), 02/11/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21; Rev: 04/19/21, Audit: 12/31/22, Rev Pay Range: 07/08/23

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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](http://nmcourts.gov).