

NEW MEXICO JUDICIAL BRANCH

INTERNAL AUDITOR

(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: 9260JB

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, conduct independent financial and compliance audits for judicial entities.

EXAMPLES OF JOB DUTIES

- **The Internal Auditor** is responsible for conducting reviews of court procedures, administrative systems, controls, and court files to ensure compliance with federal and state regulations.
- Interprets audit standards.
- Performs complex analytical and statistical research.
- Reviews case files and evaluates compliance with requirements set forth in New Mexico Statutes Annotated, Rules of Criminal Procedure, standard operating procedures, and policies.
- Reviews encumbrances, Budget Adjustment Requests and reconciliations, court financials, fines and fees, and handling of cash receipts.
- Assesses outstanding bonds, bond remittance, cash bond records, bond balances, and conversion of cash bonds.
- Reviews agreements to pay and department of motor vehicle abstracts.
- Evaluates segregation of duties and financial controls.
- Reviews submission of monthly remittance reports for timeliness and accuracy.
- Prepares audit compliance findings, working papers, and formal audit reports and inspects for reliability and integrity of financial, procedural, and operating information. Participates in audit entrance/exit conferences, notifies judicial entities of findings and conducts follow-ups to verify whether corrections are made.
- Assists in the development and implementation of internal audit policies and procedures.
- Assists in the development of audit charters and piloting new programs.
- Provides training and consultation services on policies and procedures to staff.
- Identifies problematic performance and technical issues and tailors instruction to meet the needs of the judicial entities.

- Serves as a resource and provides professional support to judicial committees, commissions, councils, boards, judicial entities, judges, court administrators, court staff, and the public.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of principles, and practices of financial, auditing and governmental and general accounting principles; state and federal statutes and regulations; General Accepted Accounting Principles (GAAP) and General Accepted Accounting Standards (GAAS), Statement of Auditing Standards (SAS), Government Accounting Standards Board (GASB 34); Single Audit Act Amendments of 1996; Office of Management and Budget (OMB) circulars; financial auditing, financial management techniques; auditing case files, auditing cash and internal control policies; New Mexico State Court System procedures, services, functions and jurisdiction; report writing; financial and case management systems, mediating and managing conflict; court records management; case flow management; operations and facilities management; procurement; legislative processes; management practices and techniques; principles and practices of public and court administration; generally accepted office practices, policies and procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Finance, Accounting, Criminal Justice, 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 experience preparing or working with financial documents, and records, including compliance audits, assisting in the audit process, preparing audit plans, developing audit guidelines, factoring and analyzing relevant data, and/or writing comprehensive reports.

Experience Substitution:

Experience in court administration to include reconciling end-of-month financials, or as a legal secretary may substitute on a month-for-month basis for up to three (3) years of the required experience.

Or

Certification as a Certified Public Accountant or a Certified Internal Auditor will substitute for up to three (3) years of experience. Additional relevant education at the Master's Degree level will substitute for up to one (1) year of experience. Thirty semester hours equal one (1) year.

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, Rev: 01/25/02, 06/02/05, 04/13/07, 12/12/11, 12/02/19, Benefits updated: 02/26/2021; Rev. 01/22/22; 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.