

NEW MEXICO JUDICIAL BRANCH

INTERNAL AUDITOR SUPERVISOR

(Classified)

TARGET SALARY: \$61,479-\$122,957 annually, or \$29.557-\$59.114 hourly depending upon experience (pay range KK)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9265JB

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 administrative direction, manage and facilitate internal audits for financial compliance and court procedures.

EXAMPLES OF JOB DUTIES

- **The Internal Auditor Supervisor** is responsible for training, supervising, mentoring, and evaluating staff to ensure audit work is conducted in compliance with audit plans.
- Supervises reviews of court procedures, administrative and financial systems, and court files to ensure compliance with federal and state statutes, rules, and regulations.
- Prepares an audit guide, work schedule, staffing plan, and formal audit report.
- Participates in audit entrance and exit conferences.
- Evaluates the impact of policy changes on judicial entities.
- Evaluates financial and workflow efficiency.
- Reviews encumbrances, budget adjustment requests and reconciliations, court financial and other security practices, the collection of fines and fees, and handling of cash receipts.
- Independently provides guidance to court staff and judges regarding financial and other court procedures.
- Prepares complex detailed reports for reliability and integrity of financial, procedural, and operating information.
- Reviews and identifies outstanding issues with bonds, bond remittance, cash bond records, bond balances, and conversion of cash bonds.
- Develops strategic plans for long-term planning of internal audit programs and implementation of audit policies and procedures.
- Reviews segregation of duties and financial controls.
- Reviews submission of monthly remittance reports for timeliness and accuracy.
- Conducts informal interviews with associated parties.
- Performs complex analytical and statistical research.
- Monitors whether authorized destruction occurs within the required time.
- Oversees compliance with policy and procedure to ensure consistency statewide.

- Acts as statewide project leader in developing and implementing new audit procedures and providing technical assistance and direction to judges and staff.
- Provides training on policies and procedures of financial and procedural matters to the staff at various forms and conferences.
- Reviews signature authorities.
- Communicates policy and procedure compliance goals and changes to judicial entities' staff.
- Conducts compliance audits, reports findings, and follow-ups with the judicial entity to ensure appropriate corrections are made.
- 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 and 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: Five (5) years of experience preparing financial documents, and records, including compliance audits, preparing audit plans, developing audit guidelines, gathering and analyzing relevant data, and/or writing comprehensive reports, of which two (2) years must have included supervisory experience.

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 two (2) 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. Education may not substitute for the two (2) years of 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, mentoring, and developing employees; directing, planning, scheduling, assigning, and reviewing the work of others; developing or assisting in the development of employee performance plans and appraisals; and addressing 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: 04/13/17, Rev: 12/12/11, 12/02/19, Rev: 01/15/21 (added supervisory substitution),
Benefits updated: 02/26/2021; Rev: 7/18/2021; 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.