

# NEW MEXICO JUDICIAL BRANCH

## AOC GRANTS ADMINISTRATOR

(Classified)

**TARGET SALARY:** \$56,272-\$112,547 annually, or \$27.054-\$54.109 hourly depending upon experience (pay range JJ)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 2515JB

**BENEFITS:** Competitive benefits package offered

### **ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish 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.
- 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 administrative direction manage the funding, budgets, expenditures, and revenues of multiple grant-funded programs.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Grant Administrator** is responsible for managing multiple federal grants and ensuring financial compliance and reconciliation with grantor agencies.
- Monitors budget, expenditures, and revenues.
- Submits claims for reimbursement on grants, contracts, and intergovernmental agreements.
- Develops, implements, and evaluates policies and procedures as they relate to federal grants.
- Responds to requests for financial reports, comparisons, and projections from other agencies and the Legislature.
- Prepares and monitors all Requests for Proposals (RFPs) for compliance with the New Mexico Procurement code.
- Reconciles grant records with court/judicial entity's funds/division's financial reports.
- Analyzes monthly reconciliation of financial transaction reports and participates in the financial audit.
- Assists program directors in grant writing activities and manages contracts for court/judicial entities.
- Develops, implements and maintains fiscal policies, procedures, internal accounting controls, and guidelines.

- Assists agency executives in procurement management, fund and cash management.
- Prepares and submits a budget and financial reports and projections.
- Disseminates fiscal information and maintains communication with relevant agencies as well as judicial entities statewide.
- Performs and corrects internal audit functions on funding and various budget and trust/cash accounts.
- Prepares appropriation and or supplemental requests and operating budgets.
- Works with external auditors to prepare for annual audits.
- Administers financial and procurement/procurement cards software programs reviews and approves purchases.
- Trains court personnel in financial and purchasing procedures, processes, and functions.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of federal grantor's project guidelines, federal regulations, and all US Office of Management and Budget (OMB) circulars applicable to grants management; Yellow Book; OMB Circular A-133, Audit of States, Local Government and Non-Profit Organizations; Single Audit Act Amendments of 1996; Catalog of Federal Domestic Assistance; federal/state mandates applicable to grant accounting/management; public accounting and financial management techniques; 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 including setting goals, establishing time lines and identifying resources; and evaluating work products; operating budgets; GAAP, accounts payable and receivable; Governmental Accounting Standards Board pronouncements (GASB); Statement of Auditing Standards; federal and state statutes; contracts, Memorandums of Understanding (MOUs), and Requests for Proposals (RFPs); DFA rules and regulations; financial reporting; general ledger accounting systems; internal and external audit procedures; and preparation of government financial statements and external audit framework.

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's Degree from an accredited college or university in Business, Finance, Public Administration, Accounting, or related business 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 in budgeting, finance, auditing, accounting, or procurement.

**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.

**Other:** Possess and maintain financial management certifications as required by federal, state and/or local government grantor agencies.

### **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, 01/31/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24

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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).