

NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION CHIEF FINANCIAL OFFICER (Classified)

TARGET SALARY: \$101,417-\$202,831 annually, or \$48.758-\$97.515 hourly depending upon experience (pay range PP)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9199JB

BENEFITS: Competitive benefits package offered

THE JUDICIAL STANDARDS COMMISSION

The mission of the New Mexico Judicial Standards Commission is to protect the public from willful misconduct of judges, from persistent failure or inability of judges to perform the duties of office, from habitual intemperance of judges or disability of judges which is, or is likely to be, permanent and seriously interferes with a judge's performance of the duties of office; to preserve the integrity of the judicial process; to maintain public confidence in the judiciary; and, to create a greater awareness among the judiciary and the public of proper judicial behavior; and provide for the expeditious and fair disposition of complaints alleging grounds for discipline, removal, or retirement of a judge.

GENERAL STATEMENT OF DUTIES

Acting under general supervision assist the Judicial Standards Commission (JSC) Executive Director, with management of the financial, budget, audit, procurement, administration, training and Human Resource functions of the agency.

EXAMPLES OF JOB DUTIES

- **The JSC Chief Financial Officer** is responsible for performing a full range of accounting, fund services to ensure compliance with state accounting guidelines, and provide information to external auditors.
- Develops and implements project budgets, and oversees payroll audit, and reconciliation.
- Prepares and assists in contracting, procurement, asset control, and vendor relations.
- Processes and posts vouchers, operating transfers, encumbrances, warrants, warrant cancellations and journal entries.
- Prepares and submits Request to Pay Prior Year Approval forms.
- Tracks vouchers and posts monthly transactions into accounting software and reconciles reports to agency books.
- Prepares cash receipts and deposits, verifies cash balances, and ensures funds are posted to the correct account.
- Follows up on nonsufficient fund (NSF) checks.
- Prepares expenditure reports and makes adjustments.
- Prepares and monitors bank and procurement card reconciliations.
- Prepares accounts receivable and generates receipts for incoming payments.
- Serves as a point of contact for Department of Finance and Administration to include Financial Control, Budget and Vendor relations.
- Prepares, reviews, corrects, and approves various accounting documents and financial records to ensure proper usage of budget, funds, and expenditures.

- Maintains general ledger and reconciles to monthly reports, and prepares internal statistical reports used for budgets and budget tracking.
- Oversees and prepares deposit reports and deposits monies to financial institutions and to the State Treasurers Office.
- Prepares appropriation requests, operating budgets, budget adjustment request, and supplemental and special budget requests.
- Ensures all budget documents are properly prepared for submission and presentation to the Legislature and State Budget Division.
- Assists in the administration of the budget and ensures revenues and expenditures are within the appropriations and budget guidelines.
- Testifies before various legislative and executive committees regarding the financial needs of the JSC.
- Assists in preparing Executive Director for lobbying and testimony before Legislative committees.
- Prepares and submits legislative bill analysis and fiscal impact requests.
- Assists Executive Director in writing, analyzing and seeking sponsors for any JSC related bills at the Legislature.
- Reviews and controls expenditures against approved operating budgets and monitors revenue and expenditures for programs and various fund accounts.
- Assists Executive Director in preparing and managing agency contracts.
- Works with and assists external auditors to prepare for annual audits and has oversight of the external audit process.
- Assists the Executive Director with the preparation and publishing of the JSC Annual report to include all Financial and HR related documents, spreadsheets, reports and narratives.
- Assists Executive Director in correcting issues identified in audit.
- Serves as Chief Procurement Officer.
- Manages JSC surplus of all worn-out, obsolete or used property.
- Makes determinations, including exemptions, pursuant to the Procurement Code.
- Issues purchase orders and authorize small purchases pursuant to the Procurement Code.
- Oversees all ITB, quotes and RFP's.
- Tracks capital inventory and keeps current records of all assets, equipment, and supplies.
- Prepares and submits the JSC microfilm or COM plan.
- Trains staff and oversees staff in the destruction of all JSC records.
- Assists with budget projections and prepares reports for use in financial control and budget analysis.
- Analyzes trends and provides guidance in budget preparations.
- Serves as the Chief Financial Officer, either independently or in conjunction with the JSC Executive Director.
- May communicate with and provide guidance and clarification to other agencies regarding funding for programs and agency finances.
- Investigates allegations of fraud or assists the Administrative Authority with fraud investigations and conducts meetings and trainings with staff.
- Supervises and manages the work of financial staff.
- Assists all JSC staff in establishing and meeting goals, delineates available resources, coaches and motivates staff regarding the development of projects, deadlines, and priorities.
- Trains all staff on JSC policies and procedures including loss prevention and fraud.
- Develops and establishes procedures for the successful operation of administrative systems.
- Serves as the Loss Prevention and Control Coordinator.

- Recommends, develops, implements, and administers policies, procedures, training guides, standard operating procedures, and manuals; interprets and applies policies, procedures, rules, and laws in a fair, equitable, and consistent manner.
- Coordinates recruitment efforts and job postings, reviews applications, evaluates applicant skills, makes recommendations regarding applicant qualifications, and prepares list of certified applicants, assists in interviews and selection of employees.
- Assists with, payroll and benefits processes, employee relations, employment law compliance, and sensitive human resource issues as appropriate; provides guidance and information regarding progressive discipline to the JSC Executive Director; drafts disciplinary actions and analyzes the problem and identifies the best course of action.
- Analyzes position changes including reclassifications and employee compensation changes and prepares recommendations related to job responsibilities, organizational structure, and monetary compensation requests.
- Assists in conducting wage analysis and providing compensation data or recommendations, to include gathering, analyzing, and preparing monthly, quarterly or yearly JSC HR data.
- Recommends operating policies, personnel policies, procedural improvements and coordinates the resolution of specific policy or rule inquires.
- Prepares employment letters, maintains and archives personnel files, and completes human resources forms.
- Initiates, prepares and completes various human resources documents for the JSC Executive Director's approval.
- Approves staff time in SHARE, audits leave and reconciles to leave slips.
- Serves as monitor for all Commission in person or hybrid meetings to ensure accessibility of technology by Commissioners and attendees. Monitors and records meetings, hearings and interviews.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of financial and case management systems; accounts payable and receivable; general ledger accounting system; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB) pronouncements; fraud control practices and procedures; internal and external audit procedures; purchasing, inventory and asset control and reporting, and the legislative and budgeting processes; tracking bills; Statement of Auditing Standards; contracts, Memorandum of Understanding (MOUs); Requests for Proposal (RFPs); bookkeeping and depreciation methods; performance-based budgeting; statistical analysis; Generally Accepted Auditing Standards (GAAS); current auditing rules; research methods; government financial statements and external audit framework; principles and practices of public administration; Department of Finance and Administration Rules and Regulations; and financial reporting.

MINIMUM QUALIFICATIONS

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

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

Experience: Eight (8) years of combined experience in utilizing Governmental Generally Accepted Accounting Principles (GAAP) in cash receipting and control, general ledger maintenance and financial

reporting, budgeting, accounts payable and receivable, financial oversight, procurement, auditing, and accounting.

Experience Substitution: A bachelor's degree in public administration, Business, Finance, Accounting or related business field may substitute for up to one (1) year of experience. 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), 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, and 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: 07/22/21, Benefits updated: 2/26/2021; Rvd: 3/16/22; Rvd 4/13/24
Rev Pay Range: 07/06/24 Benefits updated: 9/5/2024

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.