NEW MEXICO JUDICIAL BRANCH

AOC CHIEF FINANCIAL OFFICER
(At-Will)

ARGET SALARY: $106,527-$213,054 annually, or $51.215-$102.430 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2500JB
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

Directs the Fiscal Services Division of the Administrative Office of the Courts for the New Mexico Judicial Branch and serves as the Chief Financial Officer for the Judicial Branch. Supervision is received from the AOC Director and Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The AOC Chief Financial Officer** initiates, designs, develops, and implements fiscal services business and management practices in support of the New Mexico Judiciary.
- Assists the AOC Director in fulfilling the AOC's statutory mandate set forth in New Mexico Statutes Annotated (NMSA) 34-9-3(D) which relates to the finance of state courts supported by legislative appropriation, monitoring compliance with internal controls.
- Responsible for the management of the New Mexico Judicial Branch's financial processes and systems, including accounting, collections, grants and purchasing.
- Provides guidance and assistance for the Judiciary through the establishment of fiscal rules to help ensure that the Judicial Branches' assets are effectively safeguarded and efficiently spent.
- Responsible for revenue projections, expenditure data, and other information as may be requested by the Department of Finance and Administration, State Auditor's Office, the New Mexico state Legislature, other governmental agencies and the public.
- Ensures compliance with financial policies and state regulations, and liaising with external auditors.

- Supervises, monitors, and controls the AOC's financial management and accounting functions; manages and directs the fiscal staff of the AOC in activities related to the overall financial management of the AOC and the New Mexico Judiciary.
- Hires, manages, organizes, and coordinates the work of professional financial staff. Assists subordinates in establishing and meeting goals, delineates available resources, coaches and motivates staff concerning the development of projects, deadlines, and priorities. Develops and establishes procedures for the successful operation of the Division's administrative systems.
- Assists the AOC Director with the statewide unified budget development, implementation and forecasting and directs the preparation and submission for the budget for the AOC, including the Judicial Information Division, and provides direction and guidance to the District Courts including the Supreme Court and other Judiciary entities.
- Assesses needs of and advocates for appropriate resources for programs within the Division.
- Prepares and submits requests for capital outlay, special, supplemental, and deficiency appropriations and other funds as needed on behalf of the judiciary.
- Participates in the development of financial data and payment systems, and is responsible for developing and implementing procedures for managing and maintaining division functions to include procurement management, fund and cash management, financial reconciliations, grant management, accounts receivable and payable.
- Oversees accounts payable/receivable and the preparation of the financial statements and reports.
- Researches, analyzes, and reports financial data, and prepares annual AOC financial statements.
- Oversees the administration, accounting, and disbursement of State Treasury funds, bonds, and unclaimed property.
- Liaises with legislators to address judiciary financial and budgetary legislative issues. Testifies before various legislative and executive committees regarding the financial needs of the judiciary. Prepares and submits legislative bill analysis and requests.
- Oversight of the external audit process, liaises with judges, court staff, state agencies, various committees. Works with the Department of Finance to assist in ongoing development of the financial portal database and provides feedback and advice concerning budgetary, audit, and procurement matters.
- Conducts meetings and training with agency CFOs, investigates allegations of fraud or assists agency CFOs with fraud investigations.
- Oversees the Request for Proposals (RFPs) and Invitation to Bid (ITBs) process, the AOC procurement process, and may consult with courts statewide about procurement issues.
- Direct purchasing activities, manages contracts, and maintains the inventory of fixed assets.
- Advises justices, judges, court administrators, directors, and fiscal officers on fiscal matters and the impact of legislation on court resources.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The ideal candidate must have demonstrated knowledge of budget management including: performance based budgeting, operational budgets, tracking projected and expended project/program funds; grant procedures and grant writing; state and federal grant compliance rules and regulations; preparation of government financial statements and external audit framework, governmental and general accounting principles; Judicial Branch Rules and Governmental Accounting Standards Board pronouncements (GASB), Governmental Generally Accepted Accounting Principles (GAAP), general ledger accounting systems, State Procurement Code, Statement of Auditing Standards, and Department of Finance and Administration Rules and Regulations; legislative processes; public administration; and supervisory techniques.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Finance, Accounting or a directly related field.

> **Education Substitution:** Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Finance, Accounting, or a directly related field, and two (2) years managing an organization's finance department.

Experience: Ten (10) years of combined experience in budget, finance, procurement, auditing, and accounting; and five (5) years of supervisory experience.

> **Experience Substitution:** Certified Government Financial Manager (CGFM), Public Accountant (CPA) or Certified Public Financial Officer (CPFO) certification may substitute for one (1) year of experience. Certification may not substitute for supervisory experience.

> **Supervisory Substitution:** An additional five (5) 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.

Other: Must possess within 120-days following hire a Department of Finance and Administration (DFA) certification pursuant to NMAC 2.20.5 and the Chief Procurement Officer certification pursuant to NMSA 1978 Section 13-95.2. Maintain annual CPEs related to State Audit Rule, and Financial Statement Preparation.

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 vacation and sick leave up to eight (8) weeks
- 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: 03/01/98, Rev: 08/01/10, 10/01/16 Audited: 06/27/19, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev 04/01/24, Rev Pay Range: 07/06/24, 07/05/2025; Rev: 05/28/26, Rev Pay Range: 07/04/26

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.