

Court Financial Manager 1 #00000087-21600, Full-Time, Perm, in Santa Fe, NM

Opening Date: 02-16-2024 - **Close Date:** Open until filled

Target Pay Range/Rate: \$36.946 hourly OR \$ 76,847.68annually

The New Mexico Supreme Court is recruiting for a full-time, classified, Court Financial Manager 1 position #00000087-21600 for the Supreme Court in Santa Fe, New Mexico.

GENERAL STATEMENT OF DUTIES:

Acting under general direction, managing the operations of the fiscal department of the Supreme Court. Finalist(s) may be subject to criminal background checks. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES:

The Court Financial Manager 1 is responsible for moderately complex accounting and budgeting functions with an annual operating budget of less than four million and human capital resources of less than 80 employees.

The number of employees, subordinate supervisors, managers, and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Court Financial Manager job classification series.

- Responsible for the fiscal management of the court/judicial entity.
- Trains, supervises, mentors and evaluates a professional staff of two or more.
- Develops, implements and maintains fiscal policies, procedures, internal accounting controls and guidelines.
- Oversees or reconciles court/judicial entity's funds and or division's financial reports.
- Maintains or oversees the maintenance of the trust account check book for litigant funds.
- Prepares and submits claims for reimbursement on grants, contracts and inter-governmental agreements as well as prepares and files IRS forms.
- Prepares fiscal impact analysis reports.
- Prepares appropriation requests, operating budgets, and supplemental budget requests.
- Ensures all budget documents are prepared for submission and presentation to the Legislature and State Budget Division.
- Administers the budget and ensures revenues and expenditures are within the appropriations and budget guidelines.
- Monitors capital improvement bonding and expenditures.
- Analyzes and requests BAR authority as required.
- Implements and maintains fiscal policies, procedures, internal accounting controls and guidelines and assists in developing court/judicial entity administrative policies.
- Works with external auditors to prepare for annual audits.
- Ensures necessary documents and other information is provided to auditors and audit is completed in a timely manner.
- Performs internal audit functions on funding and various budget and trust/cash accounts.
- Conducts physical inventory of assets and oversees staff in procurement process.
- Prepares or oversees the preparation of the Interest Earning Activity and State Fund Deposit Balance

reports and submits to State Treasurer's Office (STO).

- Provides information and analysis to Administrative Office of the Courts, other courts or agencies, local public bodies and federal agencies.
- Oversees the preparation of cash deposits and the processing of cash transfers to the STO.
- May serve as Chief Financial Officer of the court.
- Other duties as assigned.
- The number of employees, subordinate supervisors, managers, and directors, budget size, special courts and programs, and administrative complexity are strong considerations in assigning job classifications within the Court Financial Manager job classification series.

COMPETENCIES/QUALIFICATIONS:

The successful applicant should demonstrate knowledge of public accounting and financial management techniques; computer 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 and evaluating work products; operating budgets; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); Statement of Auditing Standards; federal and state statutes; and bonding processes.

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*

These benefits vary by job classification or need

TO APPLY: Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education to:

Attn: Abbie Jackson, SR Human Resources Administrator at supajj@nmcourts.gov

(505)827-4827