

NEW MEXICO JUDICIAL BRANCH

AOC BUDGET ANALYST

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under direction, coordinate and prepare multiple, statewide Judicial Branch annual budget appropriation and operating requests.

QUALIFICATIONS

Education: Bachelor's Degree in Public Administration, Business, Finance, Accounting or related business field.

Education Substitution: Relevant experience may substitute for education on a year for year basis.

Experience: Three (3) years of budgeting and financial oversight experience.

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: Completion of a post offer background check may be required.

Knowledge: Knowledge of performance-based budgeting; statistical analysis; legislative, lobbying and budgeting process; legislative bill tracking, analysis and reporting; computer software including financial accounting and case management systems, word processing and spreadsheets; Governmental Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS); current auditing rules; research methods and generally accepted office practices, policies and procedures.

Skill & Ability: **Skill in** budgeting, budget analysis and preparation of budget projections; communicating effectively both orally and in writing with diverse parties; researching and interpreting data and legislation; forecasting expenditures against revenue; analyzing financial information and generating projections; organizing and setting priorities; multi-tasking; meeting deadlines under pressure; maintaining a high degree of accuracy; being attentive to detail; and persuading and motivating others. **Ability to** utilize a computer effectively in financial software, word processing, spreadsheets and other software; maintain confidentiality; establish and maintain cooperative working relationships; work well under pressure; review and analyze local, state and federal contracts and grants; analyze and interpret statutes, session law and administrative code; research and interpret data and proposed legislation; and work in a high-stress environment.

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EXAMPLES OF WORK PERFORMED

Prepare and coordinate statewide judicial branch budget appropriation requests, operating budget, budget adjustment requests and the narratives and ensure compliance with approved operating budget and availability of funds; review analyze and monitor statewide judicial branch expenditures against approved operating budgets; monitor revenue and expenditures for statewide judicial branch grants, programs, and various fund accounts; oversee and analyze monthly reconciliation of financial transaction reports; review and manage intergovernmental agreements; work effectively with statewide courts and agencies to ensure responses to various budget questions and/or requests for budget information are submitted in a timely manner and to ensure budget submissions meet requirements; testify before legislative committees on behalf of the judicial branch; review and approve accounting documents, invoices and other financial records prepared by other fiscal services and purchasing staff; analyze statewide trends for presentations and guidance in budget preparations; prepare various financial documents, projections and reports and make recommendations to AOC Director, Court Executive Officers, division director and/or Chief Financial Officers; track and analyze judicial branch fiscal impact on legislative bills; make presentations to various groups within the court/judicial entity and/or legislative committees; participate and provide budget documents for the annual agency external audit; provide guidance, training and assist in prepare budget appropriation requests for courts statewide; communicate with and provide guidance and clarification to AOC Director, Court Executive Officers, Chief Judges, division directors and other individuals; provide support, guidance and training to financial staff in budget coordination and preparation.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative 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 often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to move, lift, pull and carry up to 25 pounds, work overtime and flexible work hours including weekends and holidays and travel occasionally.

The employee may be required to sit or stand for long periods of time, and exposed to fluctuating building temperatures.