

NEW MEXICO JUDICIAL BRANCH

COURT FINANCIAL MANAGER 1

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

SUMMARY

Under direction, manage the operations of the fiscal department of a small to medium sized court or judicial entity and supervise one or more judicial branch staff; prepare and submit budget and financial reports and develop fiscal policies, procedures and guidelines. May serve as Chief Financial Officer of a court/judicial entity. 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.

QUALIFICATIONS

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

Education Substitution: None.

Experience: Five (5) years experience in budgeting, accounts payable and receivable, cash receipting and control, auditing, general ledger maintenance, financial reporting and procurement, and two (2) years of supervisory 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. Education and/or certification may not substitute for supervisory experience.

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

Knowledge: Knowledge of supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; computer software including financial and case management systems, word processing and spreadsheets; governmental and general accounting principles; model accounting practices; principles and practices of public and court administration; management practices and techniques for managing multiple and diverse projects including setting goals, establishing time lines, identifying resources and evaluating work products; operating budgets; Governmental Generally Accepted Accounting Principles (GAAP); Government Accounting Standards pronouncements (GASB); Statement of Auditing Standards; generally accepted office practices, policies and procedures; bonding processes and financial statements.

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Skill & Ability: **Skill in** training, supervising, evaluating and motivating staff; giving direction and mentoring subordinates; communicating effectively both orally and in writing with diverse parties; applying the principles of accounting management; budgeting and preparation of budget projections; overseeing the audit process and addressing audit issues; persuading, influencing, motivating, negotiating and gaining support for projects; analyzing court/judicial entity financial operations; developing court/judicial entity and fiscal policies and procedures; organizing and setting priorities; multi-tasking; meeting deadlines under pressure; working independently; maintaining a high degree of accuracy and understanding statutes and proposed legislation. **Ability to** utilize a computer effectively in financial software, word processing, spreadsheets and other software; develop and implement policies and procedures; research and analyze problems and recommend alternative courses of action; participate in short and long-term strategic planning; establish and maintain cooperative working relationships; adapt to changing financial work conditions; show diplomacy; and maintain confidentiality and flexibility when necessary.

EXAMPLES OF WORK PERFORMED

Supervision - Train, supervise, mentor, evaluate and motivate a professional staff of two or more; analyze procedures and revise as needed; track daily attendance and approve leave requests and time sheets; prepare and administer employee performance evaluations; lead interview panels for vacant positions and make recruitment recommendations. **Financial Management** - Responsible for fiscal management of the court/judicial entity; represent the financial position of the court/judicial entity; plan, organize and oversee financial operations in a court/judicial entity; ensure accuracy and compliance in departmental work product to accounting controls, established policies and procedures, regulations and laws; prepare financial statements; oversee or reconcile court/judicial entity's funds/division's financial reports; maintain or oversee the maintenance of the trust account check book for litigant funds; oversee or reconcile several bank statements with court records; prepare and submit claims for reimbursement on grants, contracts and intergovernmental agreements; prepare and file IRS forms; archive or approve destruction of financial documents; work with financial intuitions and other state and governmental agencies; search various databases for defendant information; prepare fiscal impact analysis reports; oversee and manage contracts for services and goods. **Budget** - Oversee or prepare appropriation requests and operating budgets, and supplemental and special budget requests; ensure all budget documents are properly prepared for submission and presentation to the Legislature and State Budget Division; administer the budget and ensure revenues and expenditures are within the appropriations and budget guidelines; monitor capital improvement bonding and expenditures; analyze and request BAR authority as required. **Audit** - Develop, implement and maintain prudent fiscal policies, procedures, internal accounting controls and guidelines and assist in developing court/judicial entity administrative policies, procedures and guidelines; ensure records balance; oversee or prepare financial reports for management and other users; participate in management decision making; work with external auditors to prepare for annual audit; ensure necessary documents and other information is provided to auditors and audit is completed in a timely manner; coordinate with administrative authority to correct problems and findings identified in audit; oversee or perform internal audit functions on funding and various budget and trust/cash accounts and correct any problems discovered in internal audit. **Procurement/Asset/Inventory Management** - Oversee or conduct annual physical inventory; follow disposition of asset process as outlined by the State Auditor's office; procure office supplies and

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equipment or oversee staff in procurement process; administer purchasing process in accordance with State Procurement Code; prepare or oversee the preparation of the Interest Earning Activity and State Fund Deposit Balance reports and submit to State Treasurer's Office (STO). **May** act as Chief Financial Officer; oversee and/or coordinate all personnel benefits and payroll for court; interact and provide information and analysis to Administrative Office of the Courts, other courts or agencies, local public bodies and federal agencies; prepare or oversee the preparation of daily cash deposits, the making of the deposits at the financial institutions and the processing of cash transfers to the STO; administer financial and procurement/procurement card software programs; have direct oversight of a bail bonding systems which processes felony and misdemeanor bail bonds; ensure that bond agents who work with the court comply with state licensing laws, court rules and collateral requirements; and oversee bond reconciliation to ensure bonds have been accurately posted to the correct case in the case management system; oversee or prepare the Capital Improvement Four-Year Plan and Capital Improvement Request; administer Capital Improvement Budget(s); oversee Requests for Quotation (RFQ) and approve purchase goods/services based on RFQ.

AOC – Assist AOC Chief Financial Officer (CFO) in fulfilling the AOC's statutory mandate set forth in NMSA 34-9-3(D) which relates to the finance of state courts supported by legislative appropriation; assist judicial entities in solving financial management and accounting issues; train other judicial entity staff; monitor and reconcile deposits to AOC from other judicial entities; assist the AOC CFO in financial statement preparation; and manage the AOC deposit flow structure to ensure accurate validation of amounts to the appropriate funds.

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.

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