

NEW MEXICO JUDICIAL BRANCH

JUDICIAL STANDARDS COMMISSION FINANCE MANAGER

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

SUMMARY

Under general supervision, assist Executive Director with financial, budget, audit and procurement functions. Perform a full range of accounting and fund services and management functions; ensure compliance with state accounting guidelines and provide information to external auditors. Prepare annual budget appropriation requests and operating requests; prepare reports and provide information to other state agencies; prepare, develop and implement project budgets and be responsible for payroll audit and reconciliation. Prepare and assist in contracting, procurement, asset control, and vendor relations.

QUALIFICATIONS

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

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

Experience: Four (4) years 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, and financial oversight

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 (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 computer software including financial and case management systems, word processing and spreadsheets; accounts payable and receivable; general ledger accounting system; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB) pronouncements; generally accepted office practices, policies and procedures; fraud control practices and procedures; internal and external audit procedures; sound cash handling practices and controls; purchasing, inventory and asset control and reporting, and the legislative and budgeting processes; bookkeeping and depreciation methods; performance-based budgeting; statistical analysis; Generally Accepted Auditing Standards (GAAS); current auditing rules; research methods.

Skill & Ability: **Skill in** general ledger accounting; budgeting and preparation of budget projections; reading and following instructions precisely; communicating effectively both orally and in writing with diverse parties; organizing and setting priorities; using initiative and judgment; working independently; auditing practices; maintaining composure; identifying, interpreting, researching and analyzing fiscal issues and recommending alternate procedures; multi-tasking; meeting deadlines under pressure; maintaining high degree of accuracy and being attentive to detail; cash handling; providing customer service; gathering information and report writing; researching and analyzing financial data; adapting to changing financial work conditions; usage of proper English grammar; auditing and reconciling payroll; procuring goods and services in accordance with applicable statutes, rules, regulations, and procedures and drafting standard contracts for such goods and services for review. **Ability to** apply relevant statutes, rules, regulations, policies and procedures to assigned work; research and analyze problems and recommend alternative courses of action; participate in short and long term strategic planning; establish and maintain cooperative working relationships; show diplomacy; utilize a computer effectively in financial software, word processing, spreadsheets and other software; use a calculator and other office equipment; read and balance cash management reports; work independently with frequent interruptions; work in high stress environment; analyze, interpret and apply statutes, rules, regulations, session laws, administrative codes, policies; maintain confidentiality and flexibility when necessary; research and interpret data; work well in a high stress environment.

EXAMPLES OF WORK PERFORMED

Financial Management – Prepare, process and post vouchers, operating transfers, encumbrances, warrants and warrant cancellations and journal entries; prepare and submit Request to Pay Prior Year Approval forms; track the vouchers in the accounting software; perform post-payment checks; post monthly transactions into accounting software and reconcile reports to agency books; prepare cash receipts and deposits; verify cash balances; ensure funds are posted to the correct account and cash fund balances for obligations; follow up on nonsufficient fund (NSF) checks; prepare expenditure report and make adjustments; review vouchers, invoices, deposits and other financial documents for accuracy; log and reconcile bank statements to receipts and monthly reports; track capital inventory and keep current records of all fixed assets; procure office supplies, fixed assets and inventory; maintain inventory of assets, equipment, and supplies; coordinate repair of equipment and arrange for disposal of equipment or transfer to non-profit organization; prepare, copy, file and mail correspondence and financial documents; prepare and maintain journal ledgers and financial reports for audit; archive financial records; prepare and monitor bank and procurement card reconciliations; prepare accounts receivable and generate receipts for incoming payments; back up data in accounting system. **May** work with financial institutions and other state and governmental agencies; prepare data report for bank; process and prepare reports and cash transfers to the State Treasurer’s Office; provide report information for 1099s; audit cash balances; audit and reconcile payroll reports; assist in training staff in fiscal responsibilities; assist in agency operations; maintain schedule for use of state-owned vehicles; serve as a point of contact for Department of Finance Authority vendor file. Prepare, review, correct and approve various accounting documents and financial records to ensure proper usage of budget, funds and expenditures; maintain general ledger and reconcile to monthly reports; reconcile entity cash and bank accounts; perform internal audits; monitor payroll expenditures; prepare payment and journal vouchers and operating transfers; assist in the preparation audit and financial related statements and narratives; pay invoices and interact with vendors; prepare statistical reports used for budgets; oversee recordings of warrants and initiate warrant cancellations; prepare for the annual external audit; review and reconcile procurement card; provide customer service; prepare and review

purchase documents for accuracy; reconcile financial reports; oversee or prepare deposit report and deposit monies to financial institution and State Treasurer's Office (STO); archive financial documents. **Budget** – Prepare appropriation requests, operating budgets, budget adjustment requests, and supplemental and special budget requests, and their required narratives and ensure compliance with approved operating budget and availability of funds; ensure all budget documents are properly prepared for submission and presentation to the Legislature and State Budget Division and assist in the administration of the budget and ensure revenues and expenditures are within the appropriations and budget guidelines. Review and control expenditures against approved operating budgets; monitor revenue and expenditures for programs and various fund accounts; perform and analyze monthly reconciliation of financial transaction reports; review and assist Executive Director in preparing and managing agency contracts; work effectively with various statewide 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; assist in preparing Executive Director for lobbying and testimony before legislative committees; review accounting documents, invoices and other financial records; assist with budget projections and prepare reports for use in financial control and budget analysis; analyze trends for presentations and guidance in budget preparations; prepare various financial documents, projections and reports and make recommendations to Executive Director and/or Chief Financial Officer; track and analyze fiscal impact on legislative bills. **May** communicate with and provide guidance and clarification to others as requested regarding funding for programs and agency finances. **Audit** – 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; assist Executive Director in correcting problems and findings identified in audit; perform internal audit functions on funding and various budget and 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 assist staff in procurement process in accordance with State Procurement Code. **May** interact and provide information and analysis to Administrative Office of the Courts and other agencies; prepare or oversee the preparation of cash deposits, the making of the deposits at the financial institutions and the processing of timely cash transfers to the (STO); assist in administration of financial and procurement/procurement card programs.

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, vendors, other agencies, and the public; work under severe time constraints and meet multiple demands. 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 stand, walk, kneel/stoop, move, lift, pull and carry up to 25 pounds, work overtime and flexible work hours including weekends and holidays and travel occasionally (valid driver's license and clear driving record required). The employee may be required to sit or stand for long periods of time, and be exposed to fluctuating building temperatures, hostile or violent situations and contagious health conditions.