

NEW MEXICO JUDICIAL BRANCH

AOC ASSET MANAGER

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

SUMMARY

Under administrative direction, manage and coordinate the custodial care of all equipment, furniture, fixtures and information technology equipment purchased by judicial entities within the Supreme Court building and statewide; ensure proper procedures are followed in asset purchasing, monitoring, transferring, disposal and inventory control; develop financial statement of capital assets and maintain asset records.

QUALIFICATIONS

Education: Bachelor's Degree in business or related business field of which at least nine (9) credit hours must have been in Accounting.

Education 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. Experience may not substitute for the nine (9) credit hours in Accounting.

Experience: Three (3) years experience in procurement, inventory control and asset management.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience.

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

Knowledge: Knowledge of computer software including financial systems, word processing, database and spreadsheets and fixed asset software programs; information technology systems software and hardware; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); audit rules; budgeting processes, rules and regulations; inventory control, asset tracking management and depreciation methods and reporting; purchase documents and purchase request forms; cost-effective procurement policies and procedures; and generally accepted office practices, policies and procedures.

Skill & Ability: **Skill in** budget analysis, preparation and projection; forecasting expenditures training those involved in purchasing in the proper method of approving and purchasing assets; identifying and organizing resources; organizing and setting priorities; handling issues in a diplomatic manner; maintaining composure; multi-tasking; meeting deadlines under pressure; gathering information and report writing; performing statistical analysis and needs assessment; developing policies, procedures and specifications relating to purchasing, tracking, depreciating, disposing and reporting of assets; utilizing quality and inventory control methods to monitor data entry of assets; analyzing asset information and transferring in writing to professional report; listening well and achieving effective solutions. **Ability to**

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utilize a computer effectively in word processing, spreadsheets, database, inventory control and fixed asset software programs; communicate effectively both orally and in writing with diverse parties statewide; work in high stress environment; compute proper depreciation for capital assets; operate state-owned trucks/vans (not commercial); safely move office furniture and equipment.

EXAMPLES OF WORK PERFORMED

Review, audit and approve purchase documents and payment vouchers relating to the purchase of assets; calculate additions, deletions, disposals and transfers of assets to develop financial statement of capital assets; review and control expenditures to ensure compliance of approved operating budgets and fund availability; monitor revenue and expenditures of capital budgets for multiple district and magistrate courts; train employees in proper purchase procedures; develop policies and procedures on transfer and disposal of assets in accordance with set guidelines and ensure policies and procedures are maintained; calculate depreciation schedule for all capital assets; oversee accurate entry of asset information into database and frequently reconcile asset purchases with the database; work with internal auditors to ensure proper records and make corrections to database if necessary; physically confirm assets match records in database; ensure that assets have been properly labeled; coordinate annual asset certification; assume lead role in annual external audit and reconciliation of all assets; maintain all hard copy records on purchase, transfer, disposal and certification of assets and submit information to State Auditor as required; ensure proper reconciliation with prior fiscal year carry-over balances; prepare financial reports and projections and may make recommendations to the Chief Financial Officer; operate state-owned trucks/vans to transport court property, office furniture and equipment to various statewide locations.

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 work overtime and flexible work hours including weekends and holidays; travel occasionally; move, lift, pull and carry heavy objects frequently weighing 50 pounds and occasionally weighing up to 75 pounds with assistance. Operation of state-owned vehicles is required (valid Driver's license and State Defensive Certificate).

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