

NEW MEXICO JUDICIAL BRANCH

AOC CHIEF FINANCIAL OFFICER

(At-Will)

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

SUMMARY

Under administrative direction, manage the work and supervise the staff of the Fiscal Services Division of the Administrative Office of the Courts (AOC). Statewide responsibility for fiscal management of the magistrate courts. Plan, integrate and coordinate statewide fiscal functions related to budget. Serve as Chief Financial Officer for the Judicial Branch.

QUALIFICATIONS

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

Education Substitution: None

Experience: Eight (8) years combined experience in budget, finance, procurement, auditing and accounting, and three (3) years 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; preparation of government financial statements and external audit framework; computer software including financial, accounting and case management systems, word processing and spreadsheets; operating budgets; 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 statewide projects including setting goals, establishing timelines, identifying resources and evaluating work products; the legislative process, lobbying and tracking bills; Governmental Accounting Standards Board pronouncements (GASB); Governmental Generally Accepted Accounting Principles (GAAP); general ledger accounting systems; State Procurement Code; Statement of Auditing Standards; Department of Finance and Administration Rules and Regulations; contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals (RFPs); financial reporting; generally accepted office practices, policies and procedures; and customer service practices.

Skill & Ability: Skill in training, supervising, evaluating and motivating a professional staff; giving direction and mentoring subordinates; reading, understanding, analyzing and interpreting contract terms, conditions and agreements; communicating effectively both orally and in writing with diverse parties; multi-tasking to achieve objectives; delegating responsibilities and assignments based on an accurate assessment of staff skills and abilities; applying the principles of financial management; managing multiple and diverse financial programs; preparing budget projections; addressing audit issues; setting goals, establishing time lines and meeting tight deadlines, setting priorities and quickly assessing a situation, identifying financial resources, analyzing court/judicial entity financial operations; assessing and evaluating a variety of financial

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programs and services; maintaining a high degree of accuracy; working in an environment subject to frequently changing priorities, managing high stress and exposure to conflicting situations; maintaining composure; understanding statutes and proposed legislation; preparing and making written and oral presentations to elected and other public officials; using initiative and independent judgment; maintaining confidentiality; using discretion when dealing with sensitive information, negotiating contracts; handling complaints in a diplomatic manner; performing statistical analysis and needs assessment. **Ability to** effectively manage time and resources; utilize a computer effectively in financial software, word processing, spreadsheets and other software; and establish and maintain cooperative working relationships.

EXAMPLES OF WORK PERFORMED

Assist the AOC Director in fulfilling the statutory mandate set forth in New Mexico Statutes Annotated (NMSA) 34-9-3(D) which relates to the finance of state courts supported by legislative appropriation; supervise, monitor and control the AOC's financial management and accounting function; manage and direct the fiscal staff of the AOC in activities related to the overall financial management of the AOC; train, supervise, mentor, evaluate and motivate a professional financial 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; statewide unified budget development, implementation and forecasting; procurement management; audit planning; fund and cash management; financial reconciliations; grant management; accounts receivable and payable; establish, develop, implement and interpret fiscal policies, procedures and guidelines for the AOC and the judicial branch; oversee the fiscal management of fixed asset inventory of the AOC, Magistrate Courts, Supreme Court, Supreme Court Building Commission, Court of Appeals and Law Library; oversight of the external audit process; liaison with judges, court staff, state agencies, various committees and legislators to address judiciary financial, budget and legislative issues; testify before various legislative and executive committees regarding the financial needs of the judiciary; prepare and submit legislative bill analysis and requests; research, analyze and report financial data and information to advise AOC and judiciary management on appropriate actions and prepare annual AOC financial statements.

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.