

**NEW MEXICO JUDICIAL BRANCH**  
**AOC DEPUTY CHIEF FINANCIAL OFFICER**

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

**SUMMARY**

Under direction, assist in managing the work of the Fiscal Services Division of the Administrative Office of the Courts (AOC) and supervise division staff.

**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:** Five (5) years combined experience in budget, finance, procurement, auditing and accounting, 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, performance evaluations; hiring, training, discipline, termination; preparation of government financial statements and external audit framework; computer software including financial, accounting and case management systems, word processing and spreadsheets; principles and practices of public and court administration; management practices and techniques for managing multiple and diverse statewide projects including setting goals, establishing time lines, identifying resources and evaluating work products; the legislative process, lobbying and tracking bills; management practices; generally accepted office practices, policies and procedures; operating budgets; governmental and general accounting principles; model accounting practices; Governmental Accounting Standards Board pronouncements; Governmental Generally Accepted Accounting Principles (GAAP); Statement of Auditing Standards; contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals (RFPs); general ledger accounting and financial reporting.

**Skill & Ability:** **Skill in** training, supervising, evaluating and motivating professional staff; giving direction and mentoring subordinates; applying the principles of financial management; analyzing court/agency financial operations and assessing and evaluating a variety of financial programs and services; communicating effectively both orally and in writing with diverse parties; reading, understanding, analyzing and interpreting contract terms, conditions and agreements, statutes and proposed legislation; delegating responsibilities and assignments based on an accurate assessment of

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staff skills and abilities; effectively manage time and resources; maintaining high degree of accuracy; using initiative and independent judgment, maintaining confidentiality; using discretion when dealing with sensitive information; preparing and making presentations to elected and other public officials; handling complaints in a diplomatic manner; maintaining composure; applying the principles of financial management; managing multiple and diverse financial programs; multi-tasking; setting goals, establishing time lines and meeting tight deadlines; identifying resources. **Ability to** set priorities and quickly assess a situation; utilize a computer effectively in financial software, word processing, spreadsheets and other software; multitask to achieve objectives; work in an environment subject to frequently changing priorities, high stress and exposure to conflicting situations and establish and maintain cooperative working relationships.

#### EXAMPLES OF WORK PERFORMED

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; monitor compliance with internal controls; 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; establish, implement and train on internal and external policies and procedures; develop and implement policies and procedures for other court/judicial entity fiscal departments; oversee, supervise and set various schedules for the external audit; assist AOC CFO with preparation of government financial statement and external audit framework; review, audit and approve fiscal transactions and reconciliations; disseminate fiscal information and maintain communication within the AOC as well as judicial entities statewide; reconcile books to statewide Accounting System; oversee and coordinate budget projections with AOC General Counsel and all District Courts; prepare and assist with Legislative bill analysis and requests; attend, prepare and present information as needed for various meetings, committees and projects for AOC CFO; perform fiscal research and analysis; recruit for vacant financial positions and in the absence of the AOC CFO, perform assigned duties

#### 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.