

NEW MEXICO JUDICIAL BRANCH

AOC GRANTS ADMINISTRATOR

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

SUMMARY

Under direction, manage the funding and appropriations of multiple (more than 20) grant funded programs; develop fiscal grant policies, procedures and guidelines; and prepare and submit budget and financial reports.

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 and financial reporting; and procurement.

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.

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

Knowledge: Knowledge of federal grantor's project guidelines, federal regulations, and all US Office of Management and Budget (OMB) circulars applicable to grants management; Yellow Book; OMB Circular A-133, Audit of States, Local Government and Non-Profit Organizations; Single Audit Act Amendments of 1996; Catalog of Federal Domestic Assistance; federal/state mandates applicable to grant accounting/management; public accounting and financial management techniques; computer software including financial systems, word processing and spreadsheets; governmental and general accounting principles; model accounting practices; principles and practices of public and court administration; payroll, cash and internal control procedures, management practices and techniques for managing multiple and diverse projects including setting goals, establishing time lines and identifying resources; and evaluating work products; operating budgets; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); Statement of Auditing Standards; generally accepted office practices, applicable policies and procedures, federal and state statutes.

Skill & Ability: Skill in general ledger accounting; communicating effectively both orally and in writing with diverse parties; maintaining a high degree of accuracy; 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; reading and following instructions precisely;

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multi-tasking; meeting deadlines under pressure; working independently; maintaining a high degree of accuracy; adapting to changing financial work conditions; providing customer service; 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

Grant Accounting - Manage multiple (more than 20) federal grant initiatives awarded to the judicial entity including submitting financial reports and reconciliations; act as grantor/pass-entity that provides federal awards to sub-recipients; prevent deviations from federal guidelines; responsible for the annual Single Audit as it applies to a non-federal entity; develop, implement and evaluate policies and procedures as they relate to federal grants; respond to requests for financial reports, comparisons and projections from other agencies and the Legislature; monitor all grant activity to ensure financial compliance; prepare and monitor all Requests for Proposals (RFPs) for compliance with State of New Mexico Procurement Code. May reconcile grant records with court/judicial entity's funds/division's financial reports; prepare appropriate grant appropriation requests and budgets, including special budget requests; prepare appropriate documentation for timely draw-downs; analyze monthly reconciliation of financial transaction reports; participate in annual agency audit; assist program directors in grant writing activities; review and manage contracts for court/judicial entity; and participate in short and long-term planning. **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; reconcile court/judicial entity's funds/division's financial reports; 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; prepare financial reports for management and other users; participate in management decision making; prepare or oversee State Fund Deposit Balance reports and submit to State Treasurer's Office (STO). **Budget** - 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. **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; coordinate with administrative authority to correct problems and findings identified in audit; 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** - Procure office supplies and equipment or oversee staff in procurement process; administer purchasing process in accordance with State Procurement Code. **May** 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

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deposits at the financial institutions and the processing of monthly cash transfers to the (STO); and administer financial and procurement/procurement card software 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 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.