

NEW MEXICO JUDICIAL BRANCH

FINANCIAL SPECIALIST

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

SUMMARY

Under supervision, provide reliable fiscal and accounting services to the court/judicial entity and other state agencies.

QUALIFICATIONS

Education: Associate'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: Three (3) years of experience utilizing Governmental Generally Accepted Accounting Principles (GAAP) in cash receipting and control, general ledger maintenance and financial reporting, and accounts payable and receivable.

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 accounts payable and receivable; computer software including financial accounting and case management systems, word processing and spreadsheets; basic accounting; Governmental Generally Accepted Accounting Principles (GAAP); Government Accounting Standards Board pronouncements (GASB); cash handling procedures; purchasing, inventory control, fixed asset reporting, bookkeeping and depreciation methods; and generally accepted office practices, policies and procedures.

Skill & Ability: **Skill in** communicating effectively orally and in writing with diverse parties; organizing and setting priorities; multi-tasking; meeting deadlines under pressure; maintaining accuracy; being attentive to detail; cash handling; providing customer service; gathering information and report writing; usage of English grammar and maintaining composure. **Ability to** utilize a computer effectively in financial software, word processing, databases, spreadsheets and other software; use a calculator and other office equipment; read and balance cash management reports; maintain confidentiality; perform work independently with frequent interruptions; work in high stress environment; read case files to assess fees; and maintain cooperative working relationships.

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EXAMPLES OF WORK PERFORMED

Prepare, process and post vouchers, operating transfers, encumbrances, warrants and warrant cancellations; 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 daily deposits; verify cash balances; ensure funds are posted to the correct account and cash fund balances for obligations; follow up on non-sufficient fund (NSF) checks; assist with budget projections and prepare reports for use in financial control and budget analysis; prepare expenditure report and make adjustments; review vouchers, invoices, daily deposits and other financial documents for accuracy; log and reconcile bank statements to daily receipts and monthly report; track capital inventory and keep current records of all fixed assets; procure office supplies, fixed assets and inventory; maintain inventory of office supplies; coordinate repair of equipment and arrange for disposal of equipment or transfer to non-profit organization; balance bonds; maintain collateral for surety and cash bonds and verify daily accuracy on bonds received; disburse funds (cash and surety bonds) and transfer bonds to other jurisdictions for out-of-county cash bond payments and for Grand Jury Indictments; verify, compile and maintain information on bond company licensure, authorized agents and bonding limits; prepare, copy, file and mail correspondence and financial documents; prepare unclaimed property report and operating transfers for unclaimed property; assist external auditors; prepare and maintain journal ledgers and financial reports for audit; archive financial records; prepare and monitor bank and procurement card reconciliations; coordinate accounts receivable and generate receipts for incoming payments; verify bond payments to correct case; back up data in accounting system. **May** work with financial institutions and other state and governmental agencies; search various databases for defendant information and for collections; prepare data report for bank; process and prepare reports and cash transfers to the State Treasurer's Office; provide report information for juror 1099s; conduct audit of cashiers; track and assist with bond forfeiture; act as group representative for employee benefits and perform payroll duties; work with federal grants; prepare and file IRS forms; assist in training court staff in fiscal responsibilities; oversee work delegated to student interns; assist in court operations; act as communications officer; maintain schedule for use and maintenance of court-owned vehicles; serve as a point of contact for Department of Finance Authority vendor file and maintain website.

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.