

# NEW MEXICO JUDICIAL BRANCH

## FINANCIAL SUPERVISOR

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

### SUMMARY

Under direction, perform a full range of accounting and fund management functions; supervise two or more judicial branch staff; ensure compliance with state accounting guidelines and provide information to external auditors. May prepare, develop and implement budgets and be responsible for payroll functions and benefit administration.

### 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:** Four (4) years experience in cash receipting and control, general ledger maintenance and financial reporting, budgeting, accounts payable and receivable, and two (2) years of supervisory experience.

**Experience Substitution:** 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. 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; computer software including financial and case management systems, word processing and spreadsheets; accounts payable/receivable; general ledger accounting system; Governmental Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board pronouncements (GASB); fraud control practices and procedures; generally accepted office practices, policies and procedures; internal and external audit procedures; trust accounts; federal, state and local rules and regulations pertaining to grants; sound cash handling practices and controls; legislative and budgeting process.

**Skill & Ability:** **Skill in** training, supervising, evaluating and motivating staff; giving direction to and mentoring subordinates; communicating effectively both orally and in writing with diverse parties; organizing and setting priorities; using initiative and judgment; working independently; auditing practices; maintaining composure; identifying, interpreting, researching and analyzing fiscal issues and recommending alternate procedures; multi-tasking; meeting deadlines under pressure; maintaining accuracy and being attentive to detail; cash handling; providing customer service; gathering information and report writing; researching and analyzing financial data. **Ability to** utilize a computer effectively in financial software, word processing, spreadsheets and other software; work in high stress environment; apply rules, regulations, policy and procedures to auditing and accounting of financial records; maintain confidentiality and read case files.

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## FINANCIAL SUPERVISOR

### EXAMPLES OF WORK PERFORMED

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; prepare, review, correct, audit and approve various accounting documents and financial records to ensure proper usage of budget, funds and expenditures; maintain general ledger and reconcile to monthly reports; reconcile court/judicial entity cash and bank accounts; perform internal audits; post and monitor payroll expenditures; monitor and disburse cash or surety bonds and trust accounts; manage grants by monitoring budget, expenditures and revenue, and prepare and submit financial reports to grantors to ensure compliance with grant conditions; prepare and submit claims for reimbursement on grants, contracts and intergovernmental agreements; oversee or prepare payment and journal vouchers and operating transfers; pay invoices and interact with vendors; request refund of filing fees or other fees as ordered by the court and collect Non-Sufficient Funds (NSF) owed to the court; prepare statistical reports used for budgets and assist in budget preparation; oversee recordings of warrants and initiate warrant cancellations; prepare for the annual external audit; review and reconcile bank and procurement card transactions; verify, compile and maintain information on bond company licensure, authorized agents and bonding limits; provide customer service; review purchase documents for accuracy; assist with reconciliation of financial reports; manage refund/suspense fund and process jury/witness fees; oversee or prepare deposit report and deposit monies to State Treasurer's Office (STO); prepare and file IRS forms; archive or approve destruction of financial documents; work with financial intuitions and other state and governmental agencies; search various databases for defendant information; track and coordinate bond forfeiture. **May** track, record and report capital outlay assets; train court personnel in financial processes and functions; prepare unclaimed monies report; oversee or perform payroll duties and administer employee benefits; maintain litigant trust accounts; initiate or conduct Requests for Quotation (RFQ) and may make recommendations or purchase goods/services based on RFQ; 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.