

NEW MEXICO JUDICIAL BRANCH

Internal Auditor

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

SUMMARY

Under supervision, conduct independent financial and compliance audits for judicial entities, report findings and follow up with judicial entities to ensure corrections are made.

QUALIFICATIONS

Education: Bachelor's Degree in any field of which must include or have been supplemented with 18 credit hours in accounting and/or auditing, and 12 credit hours in business related classes (e.g. Business Law, Statistics, Technical Writing, and Computers).

Education Substitution: Four (4) years experience in public administration, business, finance, accounting or related business field may substitute for the Bachelor's Degree. Experience may not substitute for the 30 credit hours required above. .

Experience: Three (3) years of formal financial and compliance audit experience, including planning audits, developing audit guides, conducting interviews, gathering and analyzing relevant data and writing comprehensive reports.

Experience Substitution: Certification as a Certified Public Accountant or a Certified Internal Auditor will substitute for up to three (3) years of experience. Additional relevant education at the Master's Degree level will substitute for up to one (1) year of experience. Thirty semester hours equal one (1) year.

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

Skill & Ability: **Skill in** researching and applying state and federal laws, rules, regulations, policies and procedures to all court operations including but not limited to auditing and accounting of records and fixed assets; analyzing and evaluating accounting, auditing or procedural problems and recommending corrective action; developing policies and procedures, rules and regulations; multi-tasking, organizing and setting priorities; taking initiative and making independent judgments; reading and interpreting legal documents; communicating effectively both orally and in writing with diverse parties; maintaining and updating a variety of detailed and complex records; work effectively with a diverse range of individuals; preparing and making public presentations; maintaining confidentiality and using discretion when dealing with sensitive information; and maintaining a high degree of accuracy. **Ability to** facilitate state-wide audit inquires and multiple projects; problem solve; work independently; interact with elected officials; tactfully point out mistakes to others, including elected officials; evaluate external audit and formulate a response; utilize a computer effectively in financial software, word processing, spreadsheets, case management systems and other software; effectively manage time and resources; convince others that standard procedure provides a good way to do things; work in high stress situations and within the structure and governance of the state judicial system, and travel extensively.

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EXAMPLES OF WORK PERFORMED

Audit -To conduct reviews of court procedures, administrative systems, controls and court files to ensure compliance with federal and state regulations and pertinent policies and procedures; assist in the preparation of an audit guide, work schedule, staffing plan and formal audit report; prepare audit compliance findings and reports; prepare complex detailed reports for reliability and integrity of financial, procedural, and operating information; notify judicial entities of findings, make recommendations to correct issues and prepare working papers; participate in audit entrance and exit conferences; assist judicial entities in responding to audit questions; follow-up on audit findings and recommendations; review encumbrances, Budget Adjustment Requests and reconciliations, court financial and other security practices, the collection of fines and fees, and handling of cash receipts; review outstanding bonds, bond remittance, cash bond records, bond balances, conversion of cash bonds, payroll records and identify issues; review agreements to pay and department of motor vehicle abstracts; review segregation of duties and financial controls; review submission of monthly remittance reports for timeliness and accuracy; monitor and evaluate the effectiveness of the organization's risk management system; perform complex analytical and statistical research; research other related topics; evaluate financial efficiency; evaluate impact of policy changes on judicial entities; and monitor whether authorized destruction occurs within the required time. **Policies & Procedures** - Oversee compliance with policy and procedure to ensure consistency statewide; interpret audit standards; draft auditing policies and procedures to guide internal audit activity; assist in: the development of an audit charter, piloting new programs, the development and implementation of policies and procedures, manuals and handbooks to ensure compliance with statutes, rules and procedures and the selection of external auditors; revisit court procedures; implement security profiles; act as state-wide project leader in developing and implementing new audit procedures; assist judicial entities in understanding all statutes, policies and procedures; provide training on policies and procedures to staff at various forums and conferences; interview staff and/or judges if necessary for audit function; and review signature authorities. **May** - identify problematic performance and technical issues at specific judicial entities and tailor instruction to meet the needs of those judicial entities; interact independently with, inform and lead judges, administrators, managers, supervisors and staff statewide; implement and coordinate educational programs and training for staff and judges, including preparing curriculum and materials; work with in-house fiscal services to ensure a proper accounting of trust fund accounts; assist with physical accountability of fixed assets in the judicial entities; provide consultation services and training; perform bill analysis; analyze global program needs; provide information and address requests from the Legislature and other interested parties; develop and maintain interagency cooperation; serve as a resource and provide professional support to judicial committees, commissions, councils, boards, judicial entities, judges, court administrators, court staff and the public; serve as a liaison to judicial entities; make presentations; and perform other associated duties as assigned.

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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 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, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. Extensive travel may be required (valid driver's license required). While performing the duties of the job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand for hours and walk often, lift, climb ladders, kneel/stoop, move, pull and carry up to 25 pounds; work overtime and/or flexible work hours, weekends and holidays; and be exposed to fluctuating building temperatures. The employee may be exposed to hostile or violent situations that arise when dealing with difficult people and individuals involved in court cases, disturbing and/or hazardous court exhibits and contagious health conditions.