

NEW MEXICO JUDICIAL BRANCH

FISCAL SERVICES DIVISION DIRECTOR

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

SUMMARY

Under administrative direction, manage the fiscal and support services operations of a court/judicial entity and supervise two (2) or more division professional staff. Direct and oversee the budgeting process. May serve as Chief Financial Officer of a court/judicial entity.

QUALIFICATIONS

Education: Bachelor's Degree in Public Administration, Business, Finance, Accounting or related business field.

Education Substitution: None.

Experience: Seven (7) 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 (CPFPO) 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 systems and word processing, spreadsheets; operating budgets; governmental and general accounting principles; model accounting practices; principles and practices of public and court administration; management practices and techniques for managing multiple and diverse projects including setting goals, establishing time lines, identifying resources and evaluating work products; generally accepted office practices, policies and procedures; cost-effective procurement policies and procedures; legislative process; case management; compliance and cash receipting processes, systems and controls; Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board 34 (GASB 34); the Statement of Auditing Standards and the bonding processes.

Skill & Ability: Skill in training, supervising, evaluating and motivating professional staff; mentoring staff for professional and personal development; delegating and managing work assignments; communicating effectively both orally and in writing with diverse parties; financial planning; analyzing financial, statistical and operational data and using sound forecasting techniques; analyzing court/judicial entity financial operations; directing the budget process; negotiating, preparing analyzing and interpreting contract terms and conditions; analyzing problems, particularly in stressful situations and achieving effective resolutions; understanding statutes and proposed legislation; developing policies

and procedures; overseeing and directing multiple projects simultaneously and meeting respective deadlines for those projects; multi-tasking, organizing and setting priorities; working effectively with

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others at all levels, yet working well individually; preparing and making presentations and maintaining a high degree of accuracy. **Ability** to utilize a computer effectively in financial software, word processing, spreadsheets, case management systems and other software and effectively manage time and resources.

EXAMPLES OF WORK PERFORMED (this section was re-organized and changes are indicated)

Administration - Plan, organize, direct and control the activities of the Accounting, Support Services and Budget divisions. **Supervision** - 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. **Budget** – Direct the preparation, submission and justification of appropriation request, operating budget and budget adjustment requests; interact with other state agencies and the Administrative Office of the Courts (AOC) and participate in budget committee hearings; approve and control expenditures and ensure compliance with approved operating budget and all policies, procedures, rules, regulations and laws. **Financial Management** - Ensure the consistent use of effective controls and accountability for the timely and accurate receipt, recording, reconciliation and deposit of all cash receipts, including the direct oversight of a bail bonding system which processes felony and misdemeanor bail bonds; ensure that bond agents who work with the court comply with state licensing laws, court rules and collateral requirements; oversee bond reconciliation to ensure the bonds have been accurately posted to the correct case in the case management system; actively participate with the Court Administrator, Chief Judge and other court managers to develop and implement prudent fiscal policies and procedures for the court; administer the court's accounting, purchasing and budgeting systems; ensure accuracy and timeliness of monthly reconciliations and trial balances; **Audit** - Develop and implement a program of internal audits of the case management and cash receipting systems; plan, organize, coordinate and review all work necessary to complete the annual external audit, including the solicitation for bids, selection process and execution of the contract. **Asset/ Inventory Management** - Supervise the records, accountability and controls over fixed assets inventory.

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 walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 40 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.