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Administrative Office of the Courts

Business Unit: 24100

Financial Specialist #00000755-24100, Full-Time, Perm, in Aztec, NM

of Positions: 1

Opening Date: 06-26-2023 - Close Date: 07-31-2023

Job Pay Range: HH: \$20.491 - \$40.982 per hour

Target Pay Range/Rate: \$24.333 per hour

The Eleventh Judicial District & Magistrate Courts is recruiting for a full-time, classified, Financial Specialist position #00000755-24100 for the Finance Department in Aztec, NM. GENERAL STATEMENT OF DUTIES: Acting under general supervision provide reliable fiscal and accounting services to the court/judicial entity and other state agencies. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Financial Specialist is responsible for preparing, processing and posting vouchers, operating transfers, encumbrances, warrants and warrant cancellations.
- Posts monthly financial transactions into accounting software and reconciles reports.
- Prepares cash receipts and daily deposits, verifies cash balances, and ensures funds are posted to the correct account and cash fund balances for obligations, and follows up on non-sufficient fund checks.
- Assists with budget projections and prepares reports for use in financial control and budget analysis.
- Reviews vouchers, invoices, deposits and other financial documents for accuracy.
- Ensures all DFA deadlines are met and submitted documents are in compliance.
- Logs and reconciles statements to daily receipts and monthly reports.
- Verifies and reconciles petty cash for reimbursement.
- Reviews, compiles, bank and submits all travel documents for employee reimbursement in compliance with New Mexico Administrative Code.
- Deposits, enters, and reconciles suspense and overpayments to the Department of Finance and Administration (DFA).
- Tracks capital inventory and keeps current records of all fixed assets.
- Prepares and monitors bank and procurement card reconciliations.
- Prepares data report for the bank.
- Processes and prepares reports and cash transfers to the State Treasurer's Office.
- Works with federal grants.
- Assists in training court staff in fiscal responsibilities.

- Assists with the submission of audit deliverables when needed.
- Assists in updating financial procedures manual and resource documents.
- Reviews cash and surety bonds on a daily/monthly basis and maintains collateral for surety/property bonds.
- Ensures forfeiture hearings are scheduled per the 30-day rule and tracks any funds due from bonding companies per judicial decision.
- Processes and transfers cash and surety/property bonds to other jurisdictions for out-of-county cash bond payments and for Grand Jury indictments and preliminary hearings.
- Maintains civil trust inventory and statuses of cases with appeal bonds.
- Prepares reports and operating transfers for unclaimed properties.
- Coordinates accounts receivable and generates receipts for incoming payments.
- Reconciles and processes third-party credit card payments and File & Serve/E-Payment for courts statewide.
- Reconciles daily Point of Sale transactions in Odyssey to financial statements. Understanding of the various reports through the VitalChek Product Suite and Wells Fargo Business Track to troubleshoot any issues that may arise.
- Refunds filing fees or other fees as ordered by the court through the online payment system and check processing.
- Reviews and ensures all checks issued are submitted to Wells Fargo Positive Pay to assist in fraud management.
- Reviews third-party credit card chargebacks/NSFs and assists with necessary case management adjustments.
- Serves as a point of contact for the Department of Finance Authority vendor file, journaling deposits, and processing W9s for vendors.
- Travels to courts statewide to provide training on end-of-month reporting, stale dated checks and overpayments.
- Participates in external audit processes and communicates with Judges and court staff while communicating with external auditors.
- Other duties as assigned.

COMPETENCIE/QUALIFICATIONS

The successful applicant should demonstrate knowledge of financial accounting and case management systems; accounts payable and receivable; basic accounting; Governmental Generally Accepted Accounting Principles (GAAP); Government Accounting Standards Board pronouncements (GASB); Department of Finance and Administration's Manual of Model Accounting Practices (MAPS); purchasing, inventory control, fixed asset reporting, bookkeeping and depreciation methods; and New Mexico Judicial Branch Rules, policies and procedures.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive 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. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

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

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan

- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*

These benefits vary by job classification or need

QUALIFICATIONS

- Education: Associate's degree from an accredited college or university in Public Administration, Business Administration, Finance, Accounting or a directly related field.
- Education Substitution: Four (4) years of directly related or relevant experience may substitute 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, financial reporting, and/or accounts payable and receivable.
- Experience Substitution: A Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, or a directly related field may substitute for up to two (2) years of experience. Additional relevant education at the Master's degree level (thirty (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.

TO APPLY: Submit a Judicial Branch Application for Employment or a Resume with a Resume Supplemental form, along with proof of education by 5:00 p.m., Monday, July 31, 2023 to:

Application forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Resume Supplemental Forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Eleventh Judicial District & Magistrate Courts

Human Resources

103 S Oliver Drive

Aztec, NM 87410

Fax: 505-334-7762

Email: 11thjdchr@nmcourts.gov

PROOF OF EDUCATION IS REQUIRED.

Application forms and job descriptions may be picked up or dropped off at:
Eleventh Judicial District Court, Aztec
103 S Oliver Drive, Aztec
or
851 Andrea Drive, Farmington

Applications may be mailed, faxed or emailed.

EQUAL OPPORTUNITY EMPLOYER