



Human Resources Division  
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**FINANCIAL SPECIALIST SENIOR**  
FINANCE DIVISION

**Opening Date:** November 12, 2024  
**Closing Date:** December 12, 2024  
**Pay Range:** \$23.785- \$29.731/Hourly  
**Target Pay:** \$27.999 Hourly

**Position No. 868**  
**Position Status:** Full-time, PERM  
**Finance Division or as assigned**

**Essential Tasks:** Under general supervision, perform a full range of accounting, bonding and fund management functions; ensure compliance with state accounting guidelines and provide information to external auditors. Prepare, review, correct 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; monitor and disburse cash 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; prepare payment and journal vouchers and operating transfers; prepare financial statements; request refund of filing fees or other fees as ordered by the court and collect Non-Sufficient Funds (NSFs) owed to the court; reconcile and provide petty cash for small purchases; verify, compile and maintain information on bond company licensure, authorized agents and bonding limits; prepare for the annual external audit; provide customer service; assist with reconciling financial reports; oversee or prepare deposit report and deposit monies to State Treasurer's Office (STO); prepare and file IRS forms; archive financial documents. May work with financial institutions and other state and governmental agencies; search various databases for defendant information and for collections; track and coordinate bond forfeiture; track, record and report capital outlay assets; act as lead worker; assist with training court staff regarding financial functions; participate on interview panels; prepare for unclaimed monies report. May perform other duties in order to meet the operational needs of the Court. A more comprehensive copy of the job description is available at [www.metrocourt.state.nm.us](http://www.metrocourt.state.nm.us) or may be obtained in the Human Resource Division of the Metropolitan Court.

**Qualifications:** Associate's degree from an accredited college or university in Public Administration, Business Administration, Finance, Accounting or a directly related business field. Education Substitution: Two (2) years' of directly related or relevant experience may substitute on a year for year basis. Experience: Four (4) 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 Administration, Finance, Accounting or a directly related business field may substitute for up to one (1) year 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. **Post-offer background history and fingerprint check is required.**

**Working Conditions:** The following functions are representative, but not all-inclusive of the work environment and physical demands of 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, and judges and justices.

*Applicants should complete a **New Mexico Judicial Branch Application for Employment** (Revised 07/29/2024) or **Resume Supplemental Form** (Revised 07/29/2024) and submit with a **signature and date** to the Human Resource Division prior to **5 p.m.** on the closing date. Mailed applications must be received by 5 p.m. on the closing date. If you would like to receive a text message when job opportunities become available, please visit the following website : [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops).*

**The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.**