



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resources Division
401 Lomas NW
Albuquerque, New Mexico 87102**

Telephone: (505) 841-9819

Fax No.: (505) 222-4823

EMAIL: metrjobs-grp@nmcourts.gov

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

FINANCIAL SPECIALIST

Finance Division

Opening Date: January 27, 2025

Closing Date: February 7, 2025

Pay Range: \$21.106 to \$26.382/Hourly

Position Number: 901

Position Status: Full-time, PERM

Finance Division or as assigned

Essential Tasks: Prepare, process and post operating transfers, warrants and warrant cancellations; track the vouchers in the accounting software; post monthly transactions into accounting software and reconcile reports to agency books; verify cash balances; ensure funds are posted to correct account and cash fund balances for obligations; follow up on non-sufficient fund (NSF) checks; review vouchers, expenditures, invoices, daily deposits, and other financial documents for accuracy; initiate and prepare vouchers for payments to vendors, defendants, interpreters, jurors and witnesses; process and maintain contracts; prepare billings to outside entities; train other employees and ensure compliance with established accounting standards and court policies and procedures; log and reconcile bank statements to daily receipts and monthly report; reconcile to Department of Finance reports; prepare monthly and yearly statistical reports; maintain inventory of office supplies; balance bonds; maintain letters of credit with bail bond companies; maintain collateral for surety and cash bonds and verify daily accuracy on bonds received; disburse funds (cash and surety bonds) and transfer bonds to other jurisdictions for out-of-county cash bond payments and for Grand Jury Indictments; prepare correspondence; copy, file and mail correspondence and financial documents; prepare unclaimed property report; assist external auditors; prepare and maintain journal ledgers and financial reports for audit; prepare and monitor bank reconciliations, procurement card and State Treasurer deposits; coordinate and oversee accounts receivable and generate receipts for incoming payments. May prepare data report for bank; process monthly cash transfers to the State Treasurer's Office (STO); conduct audit of cashiers; work with local, state and federal grants; oversee work delegated to student interns; assist in court operations; provide petty cash for small purchases; and make change for employees in other divisions. Be able to work with others and to work under stress. May perform other duties to meet the operational needs of the Court. A more comprehensive job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resources Division of the Metropolitan Court.

Qualifications: Education: Associate's degree from an accredited college or university in Public Administration, Business, Finance, Accounting or directly related field. Education Substitution: Two (2) 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 and 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 (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. **A post-offer background history and fingerprinting check is required.**

Working Conditions: 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, and judges and justices.

*Applicants interested in applying should complete a **New Mexico Judicial Branch Application for Employment** (rev. 07/29/2024) or a **Resume Supplemental Form** (rev. 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*