Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Accounts Payable Manager

JOB CODE	JOB FAMILY	PROFILE
JCM401	**Financial Services**	**Accounts Payable Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 21, 2026**

The Accounts Payable Manager manages the Accounts Payable department and staff in accordance with all federal, state, and county laws, rules, regulations, and ordinances. The Manager oversees customer vendor relations and the Accounts Payable disbursement group, which handles all check disbursements, 1099, and tax-related matters utilizing an ERP system and other systems. The Manager also oversees accounting functions, including the maintenance of accounts payable, to ensure accuracy and timeliness. Employee supervision includes hire selection, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages and oversees customer vendor relations and the Accounts Payable disbursement group, which handles all check disbursements, 1099, and tax-related matters utilizing an ERP system and other systems.
- Manages and oversees accounting functions, including maintenance of accounts payable, to ensure accuracy and timeliness.
- Manages and oversees department activities, such as disbursing checks and completing other recurring tasks.
- Participates in special projects as designated by the Director of PBS and/or management.
- Develops, implements, and maintains systems, procedures, and policies related to accounts payable functions to ensure adherence to the County's guidelines.

- Provides accounting assistance to project managers and operations staff; responds to financial questions and concerns to meet business needs.
- Prepares and recommends operating and personnel budgets for approval. Monitors spending for adherence to budget and recommends adjustments as necessary.
- Serves as the first point of contact for internal and external audit agency requests. Drafts correspondence to auditors and keeps the Director informed of all significant developments.
- Manages and oversees any accounts payable-related work associated with the unclaimed property account.
- Manages and oversees departmental adherence to fiscal year-end policies and procedures.
- Selects and hires Accounts Payable employees.
- Supervises, directs, evaluates, and oversees the training of personnel assigned to the department, including addressing performance issues and making recommendations for personnel actions.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Economics, Systems Engineering or a related field.
- Nine (9) years of related work experience in a professional level in General Management and/or Accounts Payable.
- Two (2) years of experience in a managerial role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMTION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- Employee often works alone, with or without direction from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes a telephone, computer terminal, computer printer, computer keyboard, copy machine, fax machine, and calculator.
- Materials and products handled include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.