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County Treasurer

JOB CODE	JOB FAMILY	PROFILE
JCCT01	**Executive Management**	**County Treasurer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**July 17, 2026**

The County Treasurer is responsible for managing and overseeing the operations of the Bernalillo County Treasurer's Accounting Department. They oversee administrative, budgetary, financial, and customer service functions and are responsible for managing, planning, and coordinating the resources of the specific operational section. They coordinate with other department sections, outside agencies, vendors, and the general public, providing highly responsible and complex staff assistance to the Treasurer's Office. The County Treasurer also ensures that all activities within the Treasurer’s Office comply with federal, state, and local laws.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees overall direction for the day-to-day operations in the Treasurer's Office to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.
- Plan, develop, implement and administer the department's fiscal policies; to include compliance monitoring, procurement regulations and audit internal/external activities.
- Assists the Treasurer and Deputy Treasurers in the development, justification and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals.
- Oversees payroll functions to include timekeeping and as travel liaison for the department prepares, tracks and reconciles all travel requests and completed travel.

- Serve as the primary liaison between the Information Technology Department and the Bernalillo County Treasurer's Office.
- Reviews reports, and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations and codes, as well as policy and procedure guidelines.
- Responds to and resolves citizen complaints concerning functions of administrative section staff at the Treasurer's Office.
- Promotes safety and OSHA requirements in the workplace; responsible for SDS reporting and coordinates with Risk Management to ensure compliance with safety requirements and the utilization of best practices in the workplace.
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service.
- ***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 accounting, Finance, Business Management/Business Administration or closely related field.
- Five (5) years of experience in an administrative capacity.
- Three (3) years of experience in general office management, project management, program analysis, budgeting or finance.
- One (1) year of experience in a lead/supervisory role.

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

SUPPLEMENTAL INFOMATION

SCREENING AND COMPLIANCE

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

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.
- Must complete and maintain FEMA Emergency Management certifications required by the County.
- Employee must have a valid New Mexico driver's license by employment date and maintain a valid NM driver's license while employed in this position.

WORKING CONDITIONS

- Essential duties are mainly performed indoors in a temperature-controlled environment.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.
- Worker may be required to be on-call as necessary.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties include the telephone, computer, telefax machine, photocopy machine, and scanner.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.