Human Resources
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Deputy County Manager For Finance

JOB CODE	JOB FAMILY	PROFILE
JCM901	**Executive Management**	**Deputy County Manager For Finance**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**November 3, 2026**

The Deputy County Manager for Finance guides the strategic direction of the County's fiscal operations. It develops and uses forward-looking, predictive models and activity-based financial analysis to provide insights into operations and business plans. The role ensures that all financial processes, internal controls, and accounting systems comply with applicable statutes, federal and state regulations, and union contracts. Key responsibilities include overseeing the disbursement of funds, managing bond issues, evaluating financial statements, auditing expenditures, supervising payroll, and managing special assessment districts.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees and ensures the efficient operation of all financial and risk management functions, including Budget, Payroll, Accounting, Procurement, Accounts Payable, Accounts Receivable, Internal Audit, Contracts Management, and Risk Management.
- Ensures effective internal controls are in place and maintains compliance with all applicable federal, state, and local regulations related to financial and tax reporting.
- Collaborates with the senior management team to develop short-, medium-, and long-term financial forecasts and projections.
- Oversees financing strategies and activities, including managing banking relationships.

- Directs the preparation of periodic financial reports required by government agencies, ensuring they receive County Manager review and approval.
- Ensures accurate, real-time reporting of the County's cash flow and financial position.
- Oversees the preparation of required monthly reports for government agencies, including PERA, FICA, federal and state tax filings, and insurance reports.
- Manages risk management functions, insurance coverage, and fiscal control systems.
- Pre-audits all expenditures and certifies accuracy before disbursement; pre-audits and approves capital outlay purchases.
- Monitors and reviews federal programs affecting Bernalillo County and prepares related financial statements and reports.
- Leads the development, training, communication, and execution of the Division's Emergency Operations Plan (EOP). Defines departmental response roles, delegate responsibilities to management, and ensures safety procedures for employees and residents are in place and followed.
- ***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/Public Administration, Accounting, and/or Finance.
- Twelve (12) years of directly related work experience.
- Four (4) years of experience working in a management capacity.

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

SUPPLEMENTAL INFORMATION

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.
- Work is performed in a temperature-controlled environment.
- Duties are carried out on an even surface, which may be carpeted or tiled. The surface is typically dry.
- Often works alone, both with and without direction from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled include files, forms, reports, various paperwork, and a wide range of basic office supplies.