Human Resources
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Deputy Director (Accounting)

JOB CODE	JOB FAMILY	PROFILE
JCM604	**Financial Services**	**Deputy Director (Accounting)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**September 14, 2026**

The Deputy Director (Accounting) assists in overseeing the operations of the Accounting Department, including financial reporting, accounts receivable, cash management, fixed assets, capital projects, grants, and general ledger functions. Responsibilities are performed in accordance with applicable accounting standards, federal and state laws, and internal policies. This position supervises staff through hiring, training, performance assessment, coaching, and disciplinary actions, including terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Effectively manages subordinate managers and staff in the execution of accounting functions related to the general ledger, accounts receivable, cash management, fixed and capital assets, payroll, grants, and accounting systems, in compliance with applicable laws, rules, and standards.
- Coordinates and prepares the County's Annual Comprehensive Financial Report (ACFR) in accordance with GASB standards, GFOA guidance, and state requirements.
- Prepares and submits technical financial reports to the State Auditor, Department of Finance and Administration, GFOA, and other regulatory agencies.
- Reviews, develops, and implements operating policies and procedures, ensuring compliance with federal and state laws, contracts, and regulations.
- Analyzes and evaluates proposals for new and existing projects or programs, identifying measurable objectives, roles, and responsibilities.

- Oversees internal and external audits by auditing processes, preparing documentation, and ensuring compliance.
- Represents the department in leadership and executive meetings in the absence of the Director.
- Develops and delivers financial and technical presentations to internal and external stakeholders.
- Prepares accounting agenda items for the County Commission, providing technical analysis and reviewing financial impacts.
- Supervises Housing Authority finance staff in the execution of complex accounting functions.
- Serves as Acting Director in the Director’s absence.
- Assists in the development, training, communication, and implementation of the Department's Emergency Operations Plan (EOP), including execution of emergency procedures and ensuring staff readiness and system accessibility.
- ***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, or a related field.
- Twelve (12) years of experience in accounting, financial management, and/or related field.
- Eight (8) years of experience in a managerial role.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Experience must include governmental general ledger accounting, financial report generation, and working with financial data processing systems.

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

- Essential duties are performed indoors in a temperature-controlled environment.
- Primary work surface is even, dry, and may be carpeted or tiled.
- Work is performed independently most of the time, with occasional collaboration in groups or with assigned teams.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various forms of paperwork in the performance of job-related tasks.