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Deputy Treasurer

JOB CODE	JOB FAMILY	PROFILE
JCCT02	**Executive Management**	**Deputy Treasurer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**March 25, 2026**

The Deputy Treasurer is responsible for the management and operations of the Bernalillo County Treasurer's Accounting Department. The Deputy Treasurer also ensures that all activities within the Treasurer's Office are in compliance with federal, state, and local laws.

Job Description

DUTIES AND RESPONSIBILITIES

- Responsible for the preparation of capital and operating budgets.
- Oversee the Bernalillo County Treasurer's general ledger accounting system and procedures; prepare and analyze financial statements, and coordinate the annual Treasurer's audit.
- Manage and supervise the preparation of financial reports and fund reconciliations on a monthly, quarterly and annual basis.
- Coordinate, plan, direct and review plans for the accounting departments, and provide information on cash flow and cash position.
- Analyze financial markets and forecasts direction of interest rates.
- Develop recommendations for Financial Management, Investments and Banking objectives and policies.
- Serve as financial advisor to other departments on a strategic, tactical, and technical matters.
- Oversee accounting, distribution, and collection of property tax and all County accounts receivable.

- Provide and/or coordinate staff training.
- Serve as staff member/liaison on boards, committees.
- Ensure the development, communication, training, and implementation of the Division's Emergency Operations Plan (EOP), identifying each department's response level and execution plan. Ensure proper training and communication is provided to all staff.
- Delegate roles to appropriate management and direct the execution of Emergency Management Procedures to ensure the safety of all residents and employees.
- ***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, Public Administration, Business Administration, or a related field.
- Thirteen (13) years of progressively responsible experience.
- Four (4) years of management or administrative experience related to the specified duties and responsibilities.

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

SUPPLEMENTAL INFOMATION

PREFERENCES

- Certified Public Accountant (CPA) Preferred.

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 tile. Working surface is typically dry.
- Worker often works alone both with and without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies