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Financial Accountant

JOB CODE	JOB FAMILY	PROFILE
JCP220	**Financial Services**	**Financial Accountant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**November 3, 2026**

The Financial Accountant performs complex professional accounting and financial tasks within the Finance Department. Areas of responsibility include general ledger, enterprise funds, grants management, financial analysis, and approval of financial transactions. Prepares a variety of financial reports and statements. Uses a broad range of procedures to plan and determine solutions for non-routine problems and to meet assigned financial objectives.

Job Description

DUTIES AND RESPONSIBILITIES

- Perform complex accounting duties in areas such as general ledger, enterprise funds, grants, accounts payable and receivable, payroll, and treasury. Maintain fiscal records, submit grant reports, reconcile expenditures, and close out grants.
- May supervise professional, technical, or clerical staff; participate in hiring, provide training, conduct evaluations, and recommend corrective or disciplinary actions.
- Conduct specialized training on assigned program areas such as grants management and expenditure categorization, including asset capitalization and project closeouts.
- Prepare annual financial statements for the Annual Comprehensive Financial Report (ACFR), including journal entries, reconciliations, and financial notes.
- Review and monitor departmental budgets and financial performance; conduct reconciliations, line-item transfers, and journal entries; identify and resolve discrepancies.

- Monitor projects for budget and financial status; coordinate with project managers; conduct year-end reviews and prepare financial resolutions for funding transfers or new allocations.
- Prepare, review, and monitor grant applications; maintain project files and process reimbursements and budget adjustments.
- Respond to auditor requests and provide documentation for general ledger variances and other financial inquiries.
- Review and analyze accounting records and fiscal activity to ensure compliance with accounting standards, legal requirements, and program guidelines.
- Review financial transactions for accuracy, proper cost center allocation, and budget compliance.
- Create and post journal entries to the general ledger.
- Schedule and facilitate annual and quarterly budget review meetings for assigned departments.
- Prepare monthly and quarterly financial reports for submission to oversight agencies such as the Department of Finance and Administration; coordinate report development with internal departments.
- Prepare internal reports for the department, Budget Office, and Deputy County Manager, including position listings, revenue graphs, and appropriation/expenditure summaries.
- Reconcile payroll-related financial data and process bank-to-bank transfers for payroll withholdings as needed.
- *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.
- Two (2) years of work experience in accounting or finance.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

BEHAVIORAL HEALTH

- Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the MATS facility will be required to complete a caregiver criminal history screening for all caregivers.
- Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.

SCREENING AND COMPLIANCE

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

- Successful completion of a post-offer employment medical examination.
- 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

- Work is typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust and/or unpleasant odors, and may occasionally require work in confined spaces.
- Occasional evenings, holidays and/or weekend work may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various types of paperwork and forms are handled in the performance of duties.