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Financial Accountant Senior

JOB CODE	JOB FAMILY	PROFILE
JCP329	**Financial Services**	**Financial Accountant Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The Financial Accountant Senior performs advanced professional accounting and financial duties within a fiscal section, such as Finance or Treasury. Areas of responsibility include general ledger, fixed assets, financial reporting, and accounts receivable. Reviews, analyzes, and approves financial transactions and prepares a variety of complex financial reports in compliance with applicable regulations and standards.

FUNCTIONAL AREAS

TREASURER

The Financial Accountant Senior performs complex professional accounting and financial activities for the Finance Department. Areas of responsibility include the general ledger, enterprise funds, grants, financial analyses, and approval of transactions. The role includes preparing various financial reports. It requires using a wide range of procedures that involve planning or determining specific steps to meet objectives and solve non-routine problems.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs complex accounting duties county-wide in areas such as general ledger, enterprise funds, grants, accounts payable, accounts receivable, payroll, and treasury.
- Prepares annual financial statements for the Annual Comprehensive Financial Report (ACFR), including journal entries, reconciliations, and financial notes.

- Prepares cash flow analyses and reports cash balances and significant transactions.
- Conducts specialized training on grants and project expenditure categorization, asset capitalization, and project closures.
- Coordinates with departmental staff to facilitate fiscal period closings and troubleshoot closure errors.
- Provides fiscal support to departments and advises on general ledger usage and accounting practices.
- Ensures managers have access to detailed financial and budgetary information.
- Reviews and monitors budgets for departments, funds, and projects; ensures budget compliance and performs accounting functions such as journal entries and reconciliations.
- Identifies and investigates discrepancies in financial activities.
- Monitors project budgets and financial status; collaborates with Project Managers to assess resource needs.
- Prepares Financial Resolutions and Administrative Financial Resolutions to allocate or adjust funding.
- Plans and monitors grant applications; maintains documentation and processes reimbursement requests and budget adjustments
- Coordinates grant programs and reorganization initiatives through stakeholder meetings and planning.
- Analyzes and audits accounting records for accuracy and compliance with applicable standards and policies.
- Verifies cost center charges and ensures expenditures and revenues stay within budget.
- Reviews and approves journal entries; researches and resolves discrepancies
- Prepares monthly and quarterly financial reports for oversight agencies such as the Department of Finance and Administration (DFA).
- Develops internal reports, including position listings, revenue graphs, and expenditure reports for County leadership and the Budget Office.
- Analyzes policies and procedures and recommends improvements to strengthen internal controls and efficiencies.
- Prepares and processes payroll on a bi-weekly, monthly, quarterly, and yearly basis.
- Maintains organized electronic and physical records and documents.
- Handles sensitive and confidential financial data with discretion.
- ***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.***

FUNCTIONAL AREAS

- **Treasurer**

- Provides guidance on the completion of tasks that impact the Treasurer's Office.
- Approves journal entries to the general ledger as well as approves payments via check, ACH, and wire; reviews analyzes, and verifies information with respect to the payment prior to approving.
- Reviews and approves reconciliations of bank statements, investment activity, general ledger accounts, and property tax accounts.
- Prepares cash flow analyses to project cash balances and aid in identifying excess liquidity.
- Monitors all incoming grant payments and ensures the department claims them by researching and contacting relevant entities to identify the grant recipients.
- Recommends investment opportunities to management.
- Maintains ACH delivery instructions for distribution entities.
- Analyzes accounting or fiscal policies and procedures; develops recommendations for operational efficiencies and stronger controls.
- Reviews and analyzes various accounting records and fiscal activities to ensure accuracy and compliance with accounting standards and program/ legal requirements.
- Prepares a variety of daily, monthly, quarterly, and yearly financial reports for department and external use, including reporting in the County's Comprehensive Annual Financial Report.
- Initiates journal entries into the general ledger; gathers, verifies, and analyzes information with respect to the transaction before initiating.
- Creates complex queries against property tax database to return relevant data.
- Collaborates and responds to internal and external audit requests, including general ledger variances and requests for supporting documentation.
- Fields and responds to inquiries from property taxpayers, distribution entities, and others.
- Position allocation is determined by the time spent performing the essential duties listed above.
- ***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.
- Five (5) years of increasingly responsible professional accounting experience.

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.
- 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 tiled. The working surface is typically dry.
- The worker often works alone, both with and without directions from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, computer keyboard, computer printer, typewriter, photocopier machine, facsimile 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.