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Financial/Fiscal Analyst Senior

JOB CODE	JOB FAMILY	PROFILE
JCP330	**Financial Services**	**Financial/Fiscal Analyst Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 22, 2026**

The Financial/Fiscal Analyst Senior performs a variety of financial analyses and advanced financial activities, such as cash flow and bond issuance analysis. Analyzes and approves financial transactions. Prepares a variety of financial reports and presentations. Oversees maintenance and accounting for all health benefit programs, including reconciliation of billings and the tracking of expenditures and revenues associated with benefit programs. Maintains support records to ensure compliance. Gathers and analyzes business or financial data. Recommends solutions or alternative methods for proceeding. May develop or update functional or operational procedures that outline established methods of performing work in accordance with policies. Assignments at this level require a moderate level of independent critical thinking.

Job Description

DUTIES AND RESPONSIBILITIES

- Analyze and assist in developing solutions to problems using financial and project management expertise, cost-benefit analysis, and interpretation of, and compliance with, applicable laws, rules, regulations, and procedures.
- Review and assist in analyzing fiscal planning, debt analysis, tax rate forecasting, and other financial projections.
- Conduct analyses of proposed and pending local, state, and federal legislation, and develop program and fiscal impact reports and position papers.
- Prepare agenda items, periodic and summary financial reports, letters, memoranda, and other written materials and presentations for all areas of responsibility.

- Serve on committees, task forces, evaluation groups, and negotiating teams as assigned by the Deputy County Manager for Finance.
- Deliver presentations and training to management, board committees, and staff.
- Prepare cash flow analyses and report cash balances and major transactions.
- Review and analyze a variety of fiscal activities to ensure accuracy and compliance with accounting, program, and legal requirements.
- Review and prepare journal entries in the general ledger; identify, research, and resolve discrepancies.
- Assist in preparing a variety of monthly and quarterly financial reports for submission to oversight agencies such as the Department of Finance and Administration; coordinate report development with other County departments.
- Analyze accounting and fiscal policies, procedures, and develop recommendations for operational efficiencies and stronger controls.
- *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 Public Administration, Business Administration, Economics, Accounting, Finance, or a related field.
- Five (5) years of work experience in an increasingly responsible accounting or benefits role.

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

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.

PHYSICAL REQUIREMENTS

- Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds.
- Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision.
- Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds.

MENTAL REQUIREMENTS

- Emotional/Psychological – frequent concentration; frequent public contact; occasional working alone.