Human Resources
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Fiscal Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM314	**Financial Services**	**Fiscal Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 7, 2026**

The Fiscal Administrator is responsible for the oversight and coordination of assigned fiscal program areas such as payroll, accounts payable, or treasury. This role supports strategic initiatives, including investment evaluations, fiscal impact studies, and cost/benefit analyses, and assists with the planning and implementation of special projects. The Fiscal Administrator supervises staff, ensures compliance with applicable policies and regulations, and prepares technical reports. The position also serves as a departmental liaison and represents the program on various internal and external committees.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise staff and daily operations of the assigned fiscal program, including planning and prioritizing tasks, and making recommendations regarding staffing needs.
- Manage the performance of technical and clerical personnel, including recruitment, training, evaluations, coaching, and performance management in coordination with HR and management.
- Assist management in setting program goals, policies, and procedures, and ensure implementation.
- Analyze workflows and recommend improvements to increase operational efficiency and effectiveness.
- Coordinate with County employees and the public to resolve issues within assigned areas of responsibility.
- Interpret and apply relevant rules, regulations, and policies related to fiscal operations.

- Prepare and enter manual and system-generated journal entries into the general ledger; reconcile transactions and maintain accurate records for assigned funds, grants, and programs.
- Compile financial and statistical data; assist with preparing monthly, quarterly, and annual financial and technical reports.
- Ensure payroll data and time entries are accurate before processing; monitor for compliance with timekeeping policies.
- Review payroll reports, prepare wage and tax records, and submit required documentation to appropriate agencies.
- Generate payroll wage reports for use in budget planning, audits, management requests, and public information requests.
- Collaborate with internal and external auditors by providing requested reports and supporting documentation.
- Participate in labor negotiations as part of the County's union contract negotiation team.
- Monitor and enforce timekeeping and payroll compliance; support supervisors, timekeepers, and employees with guidance and training.
- Reconcile daily and monthly transactions; verify cash balances, process payments, and ensure transactional accuracy.
- Calculate and process revenue-related transactions, including property tax receipts from taxpayers and financial institutions.
- Review returned payments and determine penalty application; adjust journal entries as necessary.
- ***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, Economics, Systems Engineering, or a related field.
- Two (2) years of college level coursework in accounting, business administration, or a related field.
- Six (6) years of related work experience in general management, project management, program analysis, budgeting and/or finance.
- Two (2) years in a managerial role.

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

- Work is primarily performed in an indoor office environment, with occasional travel to other locations.
- May be exposed to noise, dust, or unpleasant odors, and may occasionally work in confined spaces.
- Evening, holiday, and/or weekend work may be required on occasion.

EQUIPMENT, TOOLS AND MATERIALS

- Regularly uses a telephone, computer, photocopier, and calculator in the performance of duties.
- Handles various office supplies and paperwork, including files, reports, forms, and administrative materials.