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# Fiscal Administrator Senior

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCM423** | **Financial Services** | **Fiscal Administrator Senior** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$78,582.00 - $124,093.00** | **October 9, 2026** |

The Fiscal Administrator Senior is responsible for administering a comprehensive financial program for a major department or functional area within Bernalillo County. This position provides leadership in planning, developing, and implementing fiscal policies and procedures, ensuring compliance with applicable laws, regulations, and accounting standards. The role oversees budgeting, financial reporting, procurement, and internal controls, while managing staff and resources to achieve operational efficiency and fiscal accountability.

## FUNCTIONAL AREA

## MDC

Fiscal Administrator Senior administers a comprehensive financial program at the Metropolitan Detention Center (MDC). Plan, develop, and administer financial oversight of the organization. Develop and implement budgeting and fiscal policies. Evaluate and report fiscal oversight and establish internal financial systems. Employee supervision includes hire selection, training oversight, performance assessment, coaching, disciplinary, and termination actions.

## SHERIFF'S OFFICE

The Fiscal Administrator Senior oversees a comprehensive financial program for the Bernalillo County Sheriff's Office (BCSO). This role plans, develops, and administers financial oversight of the organization. The position develops and implements budgeting and fiscal policies, evaluates and reports on fiscal matters, and establishes internal financial systems. It also assists in managing and tracking state and federal grant funds related to law enforcement programs. Responsibilities include overseeing requisitions, purchases, inventories, and supervising employees through selection, training, performance evaluation, coaching, disciplinary actions, and terminations.

# Job Description

## DUTIES AND RESPONSIBILITIES

### FUNCTIONAL AREA

### MDC

- Manage, plan, develop, and implement the department's fiscal policies, including budgeting, compliance monitoring, procurement, and auditing of internal and external activities.
- Manage the General Fund, grants, and capital outlay.
- Prepare monthly financial statements and reconcile bank and fund accounts, including management of inmate accounts.
- Prepare and monitor capital and operating budgets; oversee reconciliation of ledgers and cash controls; compile statistics and maintain records.
- Review and submit disbursement documents, inventory and supply ledgers, and purchase requisitions to the department director.
- Analyze accounting procedures and recommend revisions to improve operational efficiency.
- Review and approve obligations and expenditures to maintain budgetary control.
- Oversee preparation of GASB- and GAAP-compliant financial reports.
- Establish appropriate service and staffing levels; evaluate service delivery methods and allocate resources accordingly.
- Supervise and evaluate division staff performance and workflow.
- Provide technical expertise by reviewing fiscal impacts of MDC commission agenda items.
- Assist the department director; serve on boards, committees, and prepare reports and correspondence.

### SHERIFF'S OFFICE

- Manage finances, purchases, requisitions, grants, contracts, payroll, and budget analysis and reconciliation. Manage the General Fund, grants, and capital outlay. Report budget matters to the Sheriff, Undersheriffs, and Chief Deputies.
- Supervise five or more positions, including Senior Accountant, Accountant/Graduate Financial Accountants, and administrative staff.
- Plan, develop, implement, and administer the fiscal program; review and adjust programs, policies, and procedures; conduct internal and external audits.
- Coordinate with internal and external auditors to ensure compliance with GASB and GAAP standards.

- Plan, prepare, review, and monitor grant applications at federal, state, and local levels. Maintain project files and process reimbursement requests.
- Prepare and monitor operating and capital budgets; reconcile transactions and prepare reports; ensure proper cost centers are charged.
- Prepare financial statements and reconcile accounts including Federal Narcotics Account, Evidence Account, Investigative Funds, Deputy Overtime and Task Force Billing, Metro Air/Fire Rescue Billing, Law Enforcement Protection Funds, and Village of Los Ranchos Funds.
- Develop and maintain contracts needed for law enforcement operations.
- Manage government bonds, special projects, grant coordination, BCSO construction projects, and act as liaison for County Commission agenda items.
- Monitor projects and collaborate with project managers and agencies; conduct year-end reviews; create financial resolutions and budget adjustments.
- Maintain records such as assignment logs, activity reports, timecard approvals, and communications.
- Assist in managing and tracking DWI and traffic enforcement grants.
- Track and manage grants for TFOs, SWAT, Canine, ERT, CAT, GRIP, Student Support Deputy/DARE/GREAT, and Adam Walsh/SORT programs.
- Manage Behavioral Health tax (GRT) funds for the Mobile Crisis Team.
- Disseminate law enforcement-related financial information to authorized personnel.
- Maintain and process personnel records.
- Procure and inventory department property and equipment; oversee fleet-related purchases.
- Reconcile funds received from service of writs, subpoenas, summonses, and garnishments.
- Administer extradition contracts.
- Control and account for funds used for service of warrants and writs.
- *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, Financial Management, Business Administration, or a related field.
- Nine (9) years of related work experience in a progressively responsible accounting/financial role.
- 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

- Most essential duties take place indoors in a temperature-controlled environment.
- Indoor work surfaces are even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may include stairs.
- Work hazards may include those typical of a correctional facility environment, such as high noise levels and exposure to dangerous situations involving risk of serious injury or health hazards.
- Employee often works independently but may also work in groups or with designated teams.

## EQUIPMENT, TOOLS AND MATERIALS

- Common equipment used includes telephones, computers, and copy machines.
- Materials typically handled include various forms, reports, writing utensils, and a wide assortment of standard office supplies.