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Fiscal Administrator/Finance Manager

JOB CODE	JOB FAMILY	PROFILE
JCM315	**Financial Services**	**Fiscal Administrator/Finance Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 7, 2026**

The Fiscal Administrator / Finance Manager plans, directs, supervises, and participates in the daily operations of a fiscal unit such as payroll or accounts payable. This role coordinates assigned special projects including investments, fiscal impact analyses, cost-benefit studies, and strategic initiatives. Responsibilities also include preparing and reviewing reports, budgets, and financial recommendations, as well as supervising staff throughout the full employee lifecycle, including hiring, training, coaching, performance management, and discipline.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts fiscal impact, cost-benefit, and economic analyses for projects and programs; coordinates implementation of assigned initiatives.
- Oversees special projects, including proposal preparation, compliance monitoring, technical assistance, and liaison duties.
- Leads feasibility and economic impact studies for internal and external projects.
- Identifies opportunities for strategic improvement across County operations; develops, implements, and monitors improvement plans.
- Analyzes local, state, and federal legislation; develops fiscal impact assessments and policy recommendations.
- Represents the department on committees, task forces, evaluation groups, and negotiating teams.

- Prepares agenda items, periodic financial summaries, and reports for leadership review.
- Supervises and directs professional, accounting, and clerical staff; manages hiring, performance evaluations, training, and disciplinary processes.
- Prepares and monitors departmental budgets; forecasts revenues and assesses economic trends.
- Reviews and evaluates departmental programs and projects; ensures alignment of financial resources with performance goals.
- Oversees and approves financial transactions, including reconciliations, journal entries, and purchasing; identifies and resolves discrepancies.
- Manages complex financial functions, including general ledger, grants, bonds, payroll, and treasury activities.
- Collaborates with department managers to assess resource availability; monitors budgets and prepares financial resolutions to adjust funding.
- Prepares various financial reports for executive leadership, including budget office and county management.
- Analyze and recommend improvements to financial policies and procedures for greater efficiency and control.
- ***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.
- 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

- Duties are primarily performed indoors in a climate-controlled office environment.
- The primary work surface consists of level, dry, carpeted or tiled flooring.
- Work is typically performed independently, with occasional collaboration in small teams or groups.

EQUIPMENT, TOOLS AND MATERIALS

- Regular use of a telephone, calculator, computer, copier, and fax machine is required.
- Various forms, documents, and reports are handled as part of daily responsibilities.