Human Resources
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Fiscal Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP341	**Financial Services**	**Fiscal Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 23, 2026**

The Fiscal Coordinator develops and maintains financial reporting systems, provides instruction and technical assistance to other components, prepares monthly financial statements, prepares budgets and budget reports, and reviews and submits all disbursements, inventory, supply ledgers, and purchase requisitions.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepare monthly financial statements, including reconciliation of all bank accounts for various funded programs and resident accounts.
- Prepare the Youth Services Center budget and budget reports as required.
- Review and submit all disbursements, inventory and supply ledgers, and purchase requisitions to the Department Director.
- Analyze department accounting procedures and revise or recommend revisions to increase operational efficiency.
- Exercise budget control by reviewing and approving the obligations and expenditure of funds for management and administrative purposes.
- Assist the Department Director in coordinating office services, personnel, payroll, and budget preparation and control.
- Manage capital and operating budgets.

- Provide technical expertise on budgetary matters by reviewing the impact of Youth Services Center commission agenda items.
- Oversee and direct the work of subordinate personnel as required.
- Maintains, organizes, compiles, updates records, files, and information requests in accordance with established policies and procedures, ensuring accuracy, completeness, confidentiality, and timely retrieval of information.
- *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 related field.
- Five (5) years of related work experience in project management, program analysis, budgeting, and/or finance.

*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

- Essential job duties are performed indoors in a climate-controlled environment.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions.

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.

Last updated: October 23, 2026