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Fiscal Manager

JOB CODE	JOB FAMILY	PROFILE
JCM316	**Financial Services**	**Fiscal Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**September 21, 2026**

The Fiscal Manager plans, develops, and administers the department's financial operations. This position establishes fiscal policies, prepares and monitors capital and operating budgets, and evaluates internal controls. The Fiscal Manager prepares monthly financial reports, oversees reconciliations and client accounts, and supervises staff. This position ensures compliance with financial standards and supports department leadership with technical and analytical expertise.

FUNCTIONAL AREA: GENERAL SERVICES

The Purchasing Manager is responsible for the daily operations of the County's procurement and contract management activities. This includes compliance with the State Procurement Code, County ordinances, and other applicable regulations. The Purchasing Manager supervises purchasing staff, ensures quality and cost-effectiveness of acquisitions, and coordinates procurement strategy and process improvements.

Job Description

DUTIES AND RESPONSIBILITIES

- Develop and administer fiscal policies and procedures, ensuring compliance with procurement regulations and audit requirements.
- Prepare monthly financial statements and reconcile bank accounts, fund accounts, and client accounts.
- Monitor and report on departmental budgets, capital expenditures, and financial performance.
- Review disbursements, purchase requisitions, and inventory/supply ledgers.

- Analyze and recommend improvements to accounting procedures and operational efficiency.
- Exercise budgetary control over departmental expenditures.
- Oversee development of GASB- and GAAP-compliant financial reports.
- Determine appropriate staffing levels and evaluate service delivery methods.
- Supervise, train, and evaluate fiscal division staff.
- Provide fiscal analysis for agenda items and departmental decisions.
- Support department leadership by preparing reports and participating on committees.

FUNCTIONAL AREA

GENERAL SERVICES

- Supervise staff responsible for procurement, contracts, and purchasing operations.
- Develop and improve procedures to streamline operations and control costs.
- Oversee complex procurements and contract reviews to ensure compliance with laws and policies.
- Ensure procurement processes align with the New Mexico Procurement Code and County ordinances.
- Provide guidance on procurement policies and recommend updates based on legislative changes.
- Audit procurement-related programs to ensure legal and financial compliance.
- Analyze bids, RFPs, and technical data for accuracy and responsiveness.
- Monitor contracts for compliance with terms, quality standards, and budget.
- Negotiate prices and contract terms, ensuring quality and warranty coverage.
- Prepare reports on contract performance, non-compliance, and legal matters.
- Address customer concerns and support internal stakeholders with procurement planning.
- Lead meetings, attend professional groups, and stay informed on procurement trends.
- Direct preparation of monthly procurement activity reports.
- Set short- and long-term procurement goals and evaluate operational effectiveness.
- Ensure confidentiality of sensitive procurement and financial 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 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.

GENERAL SERVICES

- Bachelor’s degree in Business or Public Administration, or a related field.
- Six (6) years of professional-level work experience in purchasing, procurement, or a related field.
- Two (2) years in a supervisory or management capacity.

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 medical examination and background investigation.
- Compliance with all applicable County safety guidelines.
- Completion of required FEMA trainings assigned to the position.
- Completion of Supervisor training classes, if applicable.
- 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.
- Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the Behavioral Health Services facility will be required to complete caregiver criminal history screening for all caregivers. Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.

WORKING CONDITIONS

- Most duties are performed indoors in a temperature-controlled environment.
- Work surfaces are generally flat and may be carpeted or tiled.
- Work may require occasional use of stairs.

- Exposure to moderate noise and other workplace hazards is possible.
- Works independently for extended periods; may also collaborate with small teams or work groups.

EQUIPMENT, TOOLS AND MATERIALS

- Common office equipment used includes telephone, computer, fax machine, photocopier, and pager.
- Materials handled may include paper documents, reports, office supplies, and a variety of standard forms.