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Accountant Senior

JOB CODE	JOB FAMILY	PROFILE
JCP248	**Financial Services**	**Accountant Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 7, 2026**

The Senior Accountant performs complex professional accounting and financial activities for the Finance Department. Areas of responsibility include the general ledger, enterprise funds, grants, financial analyses, and approval of transactions. The role includes preparing various financial reports. It requires using a wide range of procedures that involve planning or determining specific steps to meet objectives and solve non-routine problems.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs a variety of complex accounting duties within an assigned department, division, or fiscal program. Functional areas of responsibility include general ledger, enterprise funds, grants, accounts payable, accounts receivable, payroll, and treasury. Submits reports in accordance with grant requirements. Maintains fiscal records. Balances appropriations and exenditures. Closes out grants upon completion.
- Plans, directs, and supervises the work of professional, technical, or clerical staff.
- Participates in the selection process. Conducts performance evaluations or provides input. Provides training and supports employee development. Documents performance issues and discusses corrective actions with management and human resources. Recommends corrective or disciplinary action.
- Conducts specialized training on assigned program responsibilities such as grants and categorization of project expenditures. Ensures timely capitalization of assets and proper project closures.

- Prepares annual financial statements for the Annual Comprehensive Financial Report (ACFR), including journal entries, reconciliations, and financial notes for assigned funds.
- Reviews, analyzes, and monitors budgets for departmental programs and projects. Interprets financial data to ensure proper resource allocation for performance objectives. Performs accounting functions within the program or budget, including reconciliations, line-item transfers, journal entries, and purchasing activities. Identifies discrepancies and monitors financial activities.
- Monitors projects for financial position and budget performance. Collaborates with Project Managers to discuss resource availability. Conducts year-end reviews to determine project status and funding adequacy. Creates Financial Resolutions and Administrative Financial Resolutions to request or revise funding and transfer it to the appropriate cost center.
- Plans, prepares, reviews, analyzes, and monitors grant applications. Maintains project files. Processes requests for reimbursement and budget adjustments.
- Collaborates with and responds to auditor requests, including general ledger variances and requests for supporting documentation.
- Reviews and analyzes various accounting records and fiscal activities to ensure accuracy and compliance with accounting, program, and legal requirements.
- Reviews financial transactions to ensure proper cost centers are charged and that expenditures and revenues are within approved budgets.
- Creates journal entries in the general ledger.
- Schedules and facilitates annual budget review and quarterly budget review meetings for the assigned department.
- Prepares monthly and quarterly financial reports for submission to oversight agencies such as the Department of Finance and Administration. Coordinates report development with other County departments.
- Prepares a variety of reports for the department, the Budget Office, and the Deputy County Manager, including position listings, revenue graphs, appropriation and expenditure reports, performance measures, and objectives.
- Reconciles financial data from payroll and creates bank-to-bank transfers for payroll withholding-related transactions.
- Handles sensitive and/or confidential records, plans, documents, or decisions. Maintains confidentiality of sensitive information.
- Performs other job-related duties as assigned.
- ***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, Finance, or related field.
- Two (2) years of work experience in accounting 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 and background investigation.
- 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.

BEHAVIORAL HEALTH SPECIFIC

Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the MATS facility will be required to complete a 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

- Work is typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust, and/or unpleasant odors, and may occasionally require work in confined spaces.
- Occasional evening, holiday, and/or weekend work may be required.