Human Resources
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Principal Accountant/Accounting Manager

JOB CODE	JOB FAMILY	PROFILE
JCM421	**Financial Services**	**Principal Accountant/Accounting Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**November 3, 2026**

The Principal Accountant/Accounting Manager manages staff and operations in a fiscal area within the Department of Finance. Areas of responsibility include general ledger, fixed assets, financial reporting, accounts receivable, grants, and payroll. Participates in developing section policies, procedures, rules, and regulations. Directs the work of staff preparing the Annual Comprehensive Financial Report (ACFR), monthly and quarterly financial reports, and related documents. Supervises employees by participating in hiring, providing training and performance feedback, coaching, and recommending disciplinary or termination actions as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise staff and operations in assigned sections, including General Ledger, Fixed Assets, Financial Reporting, Accounts Receivable, Grants, and Payroll. Plan and prioritize work strategies for self and team. Recommend staffing changes based on workload needs.
- Lead and supervise professional, technical, and clerical staff. Participate in hiring, conduct performance evaluations, provide training and development, and recommend corrective or disciplinary actions in coordination with management and Human Resources.
- Establish and implement short- and long-term goals, objectives, policies, and procedures in collaboration with management.
- Direct staff in preparing the ACFR and monthly and quarterly reports for internal and external stakeholders. Prepare narrative and financial sections and ensure compliance with professional and mandated standards.

- Oversee fixed asset operations. Approve purchases, ensure proper capitalization, reconcile transactions, review physical inventories, and perform monthly closing activities.
- Oversee general ledger operations. Ensure accurate recording of financial transactions and manage month-end and year-end closing processes.
- Oversee accounts receivable operations. Ensure accurate maintenance and reconciliation of accounts. Coordinate with the Legal Department on collection efforts.
- Oversee grant management operations. Ensure proper setup, maintenance, billing, and capitalization of grants. Collaborate with departments on grant compliance.
- Oversee payroll operations. Manage timekeeping, reconciliation, accounts payable processing, cash transfers, and payroll validation.
- Review and approve journal entries related to property tax revenue, department earnings, and non-sufficient funds.
- Prepare cash flow analyses for the Treasury Department. Provide data for management's cash flow reports.
- Review investment transactions and approve related journal entries, including investment interest allocations.
- Collaborate with internal auditors to address findings and implement preventative measures.
- Conduct training on asset management and project expenditure categorization. Ensure timely capitalization and closure of projects.
- Manage special projects involving research and resolution of fiscal issues, including those related to the financial management system. Coordinate with other departments to ensure stakeholder involvement.
- Handle sensitive and/or confidential records, documents, or decisions and maintain strict confidentiality.
- *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 a related field.
- Nine (9) years of related work experience with increasingly responsible professional accounting experience.
- 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

- Work is primarily performed in an indoor office environment but may occasionally require travel to other locations.
- May encounter noise, dust, unpleasant odors, or confined spaces during the course of work.
- May occasionally require evenings, holidays, or weekend work.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses standard office equipment, including a computer, telephone, printer, copier, calculator, and fax machine.
- Works with financial software, spreadsheets, databases, and various types of paperwork, reports, and digital records.