Human Resources
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Principal Budget Analyst

JOB CODE	JOB FAMILY	PROFILE
JCM323	**Financial Services**	**Principal Budget Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**September 21, 2026**

The Principal Budget Analyst supervises staff and daily operations within the Budget Office. This role helps develop and implement policies, procedures, and regulations for the Section. The employee oversees preparation of the Biennial Budget Book, Budget in Brief, external Budget Quarterly Report, and related publications. The role includes establishing short- and long-term goals, coordinating staff assignments, and ensuring compliance with internal standards. Supervisory responsibilities include hiring, training, performance management, coaching, discipline, and termination as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervise staff and operations of the Budget Office; plan and prioritize work for self and team based on workload needs.
- Manage hiring, training, evaluations, and disciplinary actions for assigned staff; coordinate with Human Resources and management on performance issues.
- Develop and implement short- and long-range goals, objectives, and internal procedures in collaboration with management.
- Direct the preparation of the Biennial Budget Book, Budget in Brief, and external Budget Quarterly Report for public, state agency, and internal County use. Draft narrative and financial content for these reports.
- Provide timely and accurate revenue and expenditure analysis using the financial management system, databases, and spreadsheets. Recommend improvements in reporting processes.

- Identify and resolve budget-related issues; recommend and implement adjustments to align with County objectives.
- Conduct training on budget procedures and systems for County staff.
- Review and analyze federal and state legislative changes; recommend appropriate County responses.
- Prepare and submit required reports and documentation to regulatory agencies.
- *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, Economics, Business Administration, or a related field.
- Six (6) years of work experience with increasingly responsible professional budget program experience.
- Two (2) years in a supervisory 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 a standard office environment, with occasional travel to other locations.
- Some work environments may include noise, dust, odors, or confined spaces.
- Occasional evening, weekend, or holiday work may be required.

EQUIPMENT, TOOLS AND MATERIALS

- Uses standard office equipment such as a telephone, computer, calculator, fax machine, and copy machine.

- Handles various forms of paperwork and documents as part of essential job duties.