Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Principal Financial/Fiscal Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP415	**Financial Services**	**Principal Financial/Fiscal Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**September 21, 2026**

The Principal Financial/Fiscal Analyst oversees a variety of analytical projects, studies, and reports supporting the goals of the department. Supports those interested in development, improvement, and implementation of financial functions, practices, and services in the Finance Division. Coordinates assigned projects from initiation to completion. Identifies project and assignment objectives which provide input regarding costs. Provides resolution to problems. Completes assignments within time frames using financial, accounting, budgeting, and managerial analysis techniques. Assignments at this level require discretion, judgment, and interpersonal skill. Incumbents may serve as a project lead that provides direction and training over consultants and other staff. May work with all levels of staff and management.

Job Description

DUTIES AND RESPONSIBILITIES

- Analyzes and develops solutions to problems using financial and project management expertise, cost-benefit analysis, and interpretation of, and compliance with, applicable laws, rules, regulations, and procedures.
- Conducts fiscal impact, cost/benefit, project, and program analyses and coordinates implementation of projects, including municipal bonds, systems reengineering, performance monitoring, strategic improvement, and investment analysis.
- Coordinates the work of bond financing, including bond issuance, investment, and cash flow analyses.
- Reviews and analyzes fiscal planning, debt analysis, tax rate forecasting, and other financial projections.
- Participates in the management of debt financing, cash management, and budgeting.

- Coordinates project functions, including preparation and evaluation of proposals, monitoring compliance with County financial policies, providing technical assistance, and serving as County liaison for associated projects.
- Identifies suitable areas for strategic improvement in Finance Division operations, develops plans to initiate improvements, coordinates implementation of those plans, and monitors and reports on results.
- Conducts analyses of proposed and pending local, state, and federal legislation and develops program and fiscal impact reports and position papers.
- Prepares agenda items, periodic and summary financial reports, letters, memoranda, other written materials, and presentations for all areas of responsibility.
- Serves on committees, task forces, evaluation groups, and negotiating teams as assigned by the Deputy County Manager for Finance.
- Delivers presentations and/or training to management, board committees, and staff.
- Supervises and directs personnel as necessary in the specific project area.
- Acts as a department resource, performing duties as required.
- *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 Public Administration, Business Administration, Economics, Systems Engineering, or a related field.
- Eight (8) years of related work experience in any of the above-listed areas.

*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 temperature-controlled environment.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Works primarily. Works with a group at times, and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used in performing duties includes computers, telephone, calculator, facsimile machine, and photocopy machine.
- Materials and products handled in the performance of duties include logs, spreadsheets, graphs, pie charts, writing utensils, and various office forms.