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

Accountant/Graduate Financial Accountant

JOB CODE	JOB FAMILY	PROFILE
JCP101	**Financial Services**	**Accountant/Graduate Financial Accountant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**September 14, 2026**

The Accountant/Graduate Financial Accountant performs professional accounting duties within an assigned department, division, or fiscal program. Areas of responsibility may include funds, grants, accounts payable, accounts receivable, and payroll. Duties include compiling, reviewing, monitoring, and reporting on specific budgets; analyzing and approving financial transactions; and preparing various financial reports.

Job Description

DUTIES AND RESPONSIBILITIES

- Reviews and analyzes accounting records and fiscal activities to ensure accuracy and compliance with applicable accounting, program, and legal requirements.
- Reviews financial transactions to ensure proper cost centers are charged and expenditures and revenues align with the approved budget.
- Initiates and approves journal entries in the general ledger; gathers, verifies, and analyzes supporting documentation before approval.
- Reviews and analyzes appropriation and expenditure reports for transactional activity; verifies funding and initiates line-item transfers as needed.
- Performs grant accounting duties, including setting up grants in the financial system, monitoring expenditures for compliance, collecting operational and milestone data, requesting reimbursements, submitting required reports, maintaining fiscal records, balancing appropriations and expenditures, and closing out grants upon

completion.

- Reviews, analyzes, and monitors budgets for departmental programs and projects; performs reconciliations, line-item transfers, journal entries, and purchasing activities; identifies discrepancies and monitors financial activity.
- Schedules and facilitates annual and quarterly budget review meetings for the assigned department.
- Collaborates with auditors and responds to requests, including general ledger variances and supporting documentation.
- Prepares monthly and quarterly financial reports for departmental use.
- Prepares various reports for submission to County departments and the Deputy County Manager, such as position listings, revenue graphs, appropriation and expenditure reports, and performance measures.
- Analyzes accounting and fiscal policies and procedures; recommends operational efficiencies and stronger internal controls.
- May provide direct or lead supervision to lower-level clerical and technical staff.
- Maintains a variety of electronic and hard copy files and documents.
- Handles sensitive and confidential records, plans, documents, or decisions in accordance with applicable confidentiality requirements.
- ***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.
- One (1) year 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.

WORKING CONDITIONS

- Work is typically performed in an indoor office environment but may occasionally require travel to other locations.
- Work environments may include exposure to noise, dust, and/or unpleasant odors and may occasionally involve working in confined spaces.
- May require occasional evening, holiday, or weekend work.

EQUIPMENT, TOOLS, AND MATERIALS

- Operate standard office equipment, including a personal computer, telephone, copier, printer, scanner, and calculator.