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

# Accounting Technician

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV302** | **Financial Services** | **Accounting Technician** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Hourly** | **$18.60 - $26.50** | **October 19, 2026** |

The Accounting Technician will perform paraprofessional technical accounting work in support of assigned fiscal program area. Functional areas of responsibility include general accounting, payroll, accounts payable, accounts receivable, and treasury. Compile data to generate a variety of reports and reconcile fiscal transaction documents.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Performs complex paraprofessional technical accounting work in support of assigned fiscal program area; functional areas of responsibility may include, but are not limited to, general accounting, payroll, departmental budget, grants, accounts receivable and treasury.
- Plans, schedules, assigns and reviews the work of assigned staff; participates in the hiring and selection process; monitors work assignments; provides input into performance evaluations; determines training needs.
- Researches, analyzes and resolves complex issues within functional area; as necessary, coordinates activities with other departments or outside agencies.
- Ensures the provision of optimal customer service through individual contributions and monitoring the work of assigned program staff.
- Performs more complex calculations for assigned function including tax calculations for various types of properties.

- Receives, researches and responds to actions involving delinquent tax accounts, bankruptcies, refunds and related transactions; monitors and tracks delinquent accounts; coordinates response/collection activities with internal staff and external agencies.
- Coordinates activities with other internal County departments in verifying and proofreading tax bills; balances the tax roll with the County Assessor's office; enters tax rates into automated system and generates tax rate chart.
- Reviews, approves, posts, deposits and prepares receipts for monies received from various programs in accordance with all mandated guidelines.
- Reviews, approves and allocates accounts payable documents for accuracy prior to payment; sets up summary invoicing and electronic payments.
- Reconciles the accuracy and validity of financial transactions, purchase orders, and invoices to ensure compliance with all mandated guidelines.
- Prepares and enters manual or system journal entries into the general ledger for assigned funds, grants and programs; reviews, maintains and reconciles financial transactions within the financial management system for review by higher level accounting staff.
- Conducts daily cash counts; reconciles cash entries; reports daily revenue and prepares monthly balance ledger.
- Compiles and provides statistical data for financial reports; generates data and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports, as directed.
- In coordination with other departments, receives and processes non-sufficient (NSF) check funds received by the County.
- Research.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***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

- High School Diploma or GED
- Two (2) years of college level coursework in Accounting, Finance, Business Administration, or a related field.

*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

- Essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.