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

# Accounting Technician Senior

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV435** | **Financial Services** | **Accounting Technician Senior** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Hourly** | **$21.15 - $30.13** | **August 28, 2026** |

The Accounting Technician Senior performs complex paraprofessional technical accounting work to support an assigned fiscal program area. Functional responsibilities may include general accounting, payroll, accounts receivable, departmental budgets, grants, or treasury. This position reconciles financial transactions and compiles data to generate various financial reports.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Performs complex paraprofessional accounting duties in support of general accounting, payroll, departmental budgets, grants, accounts receivable, or treasury.
- Plans, assigns, reviews, and schedules work for assigned staff; participates in hiring and training; provides input on performance evaluations.
- Researches, analyzes, and resolves complex issues within assigned area; coordinates with other departments or external agencies as needed.
- Ensures high-quality customer service through personal service delivery and oversight of assigned staff.
- Performs complex tax and financial calculations related to assigned function.
- Responds to actions involving delinquent tax accounts, bankruptcies, refunds, and related matters; tracks and monitors delinquent accounts; coordinates collection activities.

- Works with internal departments to verify and proof tax bills; balances tax roll data with the County Assessor; enters tax rates into the system and generates tax rate charts.
- Reviews, approves, posts, and deposits incoming payments; prepares receipts in compliance with established guidelines.
- Reviews and approves accounts payable documents for accuracy; sets up summary invoicing and electronic payments.
- Reconciles financial transactions, purchase orders, and invoices to ensure accuracy and compliance.
- Supports the procurement process by generating shopping carts, coordinating with vendors, processing payments, and verifying general ledger entries.
- Prepares and enters journal entries into the general ledger for assigned funds, grants, and programs; reviews and reconciles transactions in the financial management system.
- Conducts daily cash counts and reconciliations; reports daily revenue and maintains monthly balance ledgers.
- Compiles statistical data and assists in preparing monthly, quarterly, and year-end financial and technical reports.
- Receives and processes non-sufficient fund (NSF) checks in coordination with other departments.
- Handles sensitive and confidential records, transactions, and documents in accordance with 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

- High School Diploma or GED.
- Four (4) years of work experience in Business Administration, 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 occasionally requires travel to other locations.
- Work environments may include noise, dust and/or unpleasant odors, and may occasionally require work in confined spaces. Occasional evening, holiday and/or weekend work may be required.

## EQUIPMENT, TOOLS, AND MATERIALS

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