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

Accounts Manager

JOB CODE	JOB FAMILY	PROFILE
JCM101	**Financial Services**	**Accounts Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 21, 2026**

The Accounts Manager performs advanced technical and project/program management duties in support of the Accounts Payable Office. This role ensures the timely and accurate processing of disbursements for Bernalillo County. Responsibilities include overseeing the maintenance of supporting records and ensuring compliance with County, State, and Federal policies and regulations. Duties may also include compiling, reviewing, monitoring, and reporting on departmental budgets. The position involves direct supervision of employees, including hiring, training oversight, performance evaluation, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Maintains the GRIR, e-Payables, and Accounts Payable reconciliation liability accounts, ensuring accuracy and adherence to County-established performance measures. Coordinates with Accounting to clear open items in all liability accounts and support the year-end closing process.
- Stays current on W-9 and 1099 policies in accordance with IRS regulations. Assists with the annual issuance of 1099 forms to ensure compliance.
- Troubleshoots and resolves complex technical questions and requests related to 1099 reporting.
- Prepares account analyses on a weekly, monthly, or as-needed basis, and provides summary reports to management as required.
- Recommends and develops short- and long-range goals, objectives, policies, and procedures for the Accounts Payable Office.

- Assists in the hiring of departmental personnel. Provides training and support onboarding efforts for new employees.
- Provides supervisory coverage for Accounts Payable operations as needed.
- Represents the department by attending internal and external meetings, as assigned.
- Handles sensitive and confidential records, documents, and decisions with discretion and in accordance with applicable policies.
- ***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
- Six (6) years of work experience in general accounting, grants, budgeting, or financial management.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFOMATION

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 job duties are performed indoors in a climate-controlled environment.
- Primary work surface is an even, dry, carpeted, or tiled floor.
- Works independently most of the time, with or without direct supervision; but also works with a group and select teams as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, typewriter, calculator, computer, scanner, and copy machine are used in performance of essential job duties.
- Various forms of paperwork are handled in performance of essential job duties.