

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Accountant I
Bureau of Accounting
An Equal Opportunity Employer

Accountant I – Bureau of Accounting, Department of the Comptroller

\$21.86 hourly (Grade C11), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on **Thursday, February 25, 2021.**

The Bureau of Accounting is seeking an experienced, detail oriented, motivated professional to join our team.

The Accountant, under general supervision, would apply accounting principles and procedures to ensure the efficient and accurate management of accounts in accordance with generally accepted accounting principles and practices; and comply with all Federal, State, and local laws.

On a typical workday the Accountant would perform reconciliations for the general ledger, subsidiary ledgers bank accounts and daily deposits. Evaluate and process accounting action items (journal entries, revenue deposits, various accounting entries, etc.). Prepare, analyze, and assist in the maintenance of all accounting functions, including account and ledger reconciliations, adjusting entries, reimbursements requests, and monthly, quarterly, and year-end financial closing activities.

The ideal candidate for this opportunity will be responsible, detail-oriented, enjoy working in a team environment as well as independently, have strong written and verbal communication skills, work well with staff across the organization, manage multiple projects and be deadline driven.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in Accounting, Finance, or related field
2. Two years' experience in accounting with spreadsheets

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.