

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



Currently accepting applications for:
Accounts Payable Supervisor
Bureau of Accounting

An Equal Opportunity Employer

Accounts Payable Supervisor – Bureau of Accounting

\$61,652.00 annual salary (Grade C14), 40 hours per week, exempt position

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

Apply by 5:00 pm on Friday, July 23, 2021

The Department/Bureau of Accounting is seeking a dedicated and detailed orientated person with strong accounting and organizational skills to join our accounts payable team.

On a typical workday the Accounts Payable Supervisor will manage and coordinate the accounts payable staff's work to make sure the County's financial obligations are met, verify payments are timely and accurate, resolve disputes with vendors on payments, be responsible for printing checks and initiating ACH, and preparing fiscal and calendar year end financial reports.

The ideal candidate for this opportunity will be very detail oriented, have excellent communication skills, be able to multi-task, self-motivated and demonstrate the ability to learn and follow standard procedures.

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

Qualifications:

1. Bachelor's degree in Accounting, Finance, Business Administration, or related field
2. Five years related experience, including two years supervisory experience*

**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/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- 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

7/2/2021
(22-04)

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.