

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



Currently accepting applications for:
Budget Assistant
Department of Management and Budget

An Equal Opportunity Employer

Budget Assistant – Department of Management and Budget

\$19.04 hourly (C09), 40 hours per week

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

Apply by 5:00 pm on Monday, October 4, 2021

The Department of Management and Budget is seeking an organized, detail-oriented, collaborative, and resourceful person to support the Bureau of Budget in gathering data, creating and maintaining spreadsheets, and meeting deadlines.

The ideal candidate for this opportunity will:

- work well in a collaborative team environment
- work extensively with Microsoft Office products
- demonstrate time management skills
- be able to handle multiple projects simultaneously
- demonstrate problem solving skills
- communicate effectively verbally and in writing

Click [here](#) to see the full job description.

Qualifications:

1. Associate Degree in Accounting, Business Administration or related field
2. Two years related fiscal or administrative experience in financial office environment*

**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

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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.