

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



Currently accepting applications for:
Collections Office Supervisor
Department of the Comptroller
An Equal Opportunity Employer

Collections Office Supervisor – Department of the Comptroller

\$59,530 annual salary (Grade C14), 40 hours per week, exempt position

Hours are typically Monday through Friday 7:30 am to 4:30 pm

Apply by 5:00 pm on **Friday, September 25, 2020**

The Department of the Comptroller/Collections Office is seeking an experienced treasury professional to provide leadership and excellent customer service in the role of supervisor of the County's tax collection office.

On a typical workday the Collections Office Supervisor will oversee the operations of the County's tax collection office, including: scheduling and supervising a staff of 9, providing customer service to the residents and taxpayers, verifying and approving documents for recording in land records, preparing daily bank deposits, and performing problem solving and independent decision making. Primary responsibilities include hiring and training staff, generating real estate and personal property tax bills, calculating and verifying the annual tax levy, and preparing for the annual tax sale.

The ideal candidate for this opportunity will be responsible, customer friendly, detail-oriented, 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 Business, Accounting, Finance or related field
2. Six years progressive experience in Government tax office, banking, accounts receivable, title service; including three 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/>
- 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

8/19/2020
(21-18)

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.