

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



Currently accepting applications for:  
**Financial System Administrator**  
**Department of the Comptroller**  
  
An Equal Opportunity Employer

**Financial System Administrator – Department of the Comptroller**

\$72,717 annual salary (Grade C14), 40 hours per week, exempt position

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

**This position will remain open until filled.**

The Department of the Comptroller is seeking a qualified financial professional to oversee the operation of the software systems used by the organization to perform financial transactions and reporting.

On a typical workday this position will supervise staff and work with vendors and other financial and technical staff to determine the system requirements, provide training, maintain the chart of accounts, resolve issues, analyze data, respond to requests for reports and information, and generally oversee the administration of the financial systems software.

The ideal candidate for this opportunity will understand governmental accounting, possess the technical skills to design and maintain financial software, and demonstrate strong customer service and project management skills.

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

**Qualifications:**

1. Bachelor's degree in Accounting, Finance, Information Technology, or related field
2. Three years' experience as a senior level accountant, including one year as an administrator of a financial system
3. Supervisory experience
4. CPA desirable

*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
- ✓ 13 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
- Request an application by calling our office or sending an email to: [careers@carrollcountymd.gov](mailto:careers@carrollcountymd.gov)
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 9/15/2023

(24-030)



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 Kristy L. Bixler, 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.