

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



Currently accepting applications for:  
**Fiscal Coordinator**  
**Department of Citizen Services**  
An Equal Opportunity Employer

**Fiscal Coordinator – Department of Citizen Services**

\$27,937 annually (\$21.49 hourly) (Grade G10), 25 hours per week, *part-time contingent position\**

Hours are typically Monday through Friday from 9:00 am – 2:30 pm

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

The Department of Citizen Services is currently seeking an experienced, detail oriented, motivated professional to join our team.

The Fiscal Coordinator, under general supervision, will perform fiscal duties to assist in the financial operations of the Department of Citizen Services, Local Management Board and Bureau of Housing to ensure efficient effective management of accounts in accordance with generally accepted accounting principles and practices; and comply with federal, state, and local laws.

On a typical workday this individual will prepare payment vouchers, purchase requisitions, work orders and other processing documents. It is the Fiscal Coordinator's responsibility to verify expenses, invoices, payments, vendor information and project codes. This position will analyze and reconcile grant revenues and expenditures and monitor, reconcile, and audit sub-grants and/or contracts to ensure compliance.

The ideal candidate for this position will be responsible, detail oriented, enjoy working in a team environment as well as independently. They will have strong written and verbal communication skills, work well with staff from our organization and allied agencies, manage multiple projects and be deadline driven.

*See next page for the full job description*

**Qualifications:**

1. Bachelor's degree in Accounting or related field
2. Two years related 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\*\*
- ✓ Paid holidays

*\*Contingent employees are hired under an employment contract which includes paid time off (PTO) and an additional 3% salary contribution for retirement*

*\*\*Part-time employees are eligible for employee coverage only*

**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

Posted 05/13/2022  
(22-171)

## **FISCAL COORDINATOR**

### **GENERAL RESPONSIBILITIES**

Perform fiscal duties to assist in the financial operations of the Department of Citizen Services, Local Management Board and Bureau of Housing, in accordance with Federal, State and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Assist with the maintenance and monitoring of the financial management system
2. Comply with invoicing and expenditure requirements for fiscal and statistical reporting, and record keeping for programs
3. Prepare payment vouchers, purchase requisitions, work orders and other processing documents
4. Analyze and reconcile grant revenues and expenditures
5. Monitor, reconcile, and audit grants and/or contracts to ensure compliance with Federal, State and local laws
6. Verify expenses, invoices, payments, vendor information and project codes
7. Establish, organize and maintain paper and computer records management/file systems
8. Research and compile information and reports required by management or government agencies
9. Address errors and complaints
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Accounting or related field
2. Two years related experience\*

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyze, and interpret technical procedures and governmental regulations
2. Write reports, business correspondence, and procedure manuals
3. Present information and respond to questions from employees, clients, customers and general public
4. Define problems, collect data, establish facts, and draw valid conclusions
5. Work with detail, problem solve and communicate problems
6. Apply statistical reporting and sound fiscal management techniques
7. Use computer software programs and/or other applications