

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

\$20.04 hourly (Grade G10), 25 hours per week, *part-time contingent position*

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

Apply by 5:00 pm on Tuesday, May 11, 2021

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.

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
- ✓ 12 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/>
- 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 4.20.21
(21-87)

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.