

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



Currently accepting applications for:
Fiscal Technician
Carroll County Farm Museum
An Equal Opportunity Employer

Fiscal Technician – Carroll County Farm Museum

\$17.48 (Grade C08), 40 hours per week

Hours are typically Monday through Friday from 8:30 am – 5:00 pm

May require some weekend and/or holiday hours as needed

Apply by 5:00 pm on Wednesday, August 4, 2021

The Department of Economic Development is currently searching for a Fiscal Technician to work at the Carroll County Farm Museum, located at 500 S. Center Street, Westminster, Maryland 21157.

As the Fiscal Technician, you will: assist in maintaining the day-to-day financial operations of the Museum including processing admission and payments, maintaining expense and revenue reports, and working with the Museum's annual and capital budgets as well as state and federal grants; Coordinate and schedule volunteers for the Maryland Wine Festival, and oversee a portion of the Museum's outside site rentals.

The ideal candidate for this opportunity will have strong customer service skills, experience handling revenue and expenses for a government agency and be adept at working with spreadsheets and other Office 365 programs.

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

Qualifications:

1. High school diploma or general education diploma (GED)
2. One-year related experience in bookkeeping or accounting*

**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

Posted 07/13/21
(22-14)

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.