

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



Currently accepting applications for:
Management & Budget Analyst
Department of Management & Budget

An Equal Opportunity Employer

Management & Budget Analyst – Department of Management & Budget/Bureau of Budget

\$66,664 annual salary (Grade C13), 40 hours per week, exempt position

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

This position will remain open until filled; first review of applications occurs August 14, 2023.

The Department of Management and Budget is seeking an analytical, collaborative, and resourceful professional to analyze County agency budget requests, provide recommendations, prepare the annual budget for the County Commissioners, monitor the status of the current year budget, and work with agencies throughout the year on unexpected budget issues.

The ideal candidate for this opportunity will:

- work well in a collaborative team environment
- have strong communication skills
- be able to manage multiple projects
- demonstrate time management skills
- interact with all levels of the organization
- be detail-oriented and be able to see the big picture

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

Qualifications:

1. Bachelor's degree in Accounting, Economics, Finance, Political Science, Public Administration, or related field
2. Two years' experience in finance or budget management*

**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
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 08/07/2023
(24-010)



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.