

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



Currently accepting applications for:
Payroll Technician
Bureau of Accounting
An Equal Opportunity Employer

Payroll Technician – Bureau of Accounting

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

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

Apply by 5:00 pm on **Friday, June 25, 2021**

The Bureau of Accounting is seeking a dedicated and detailed orientated person with strong calculation and organization skills to join our payroll team.

On a typical workday the Payroll Technician will aid in the timely processing of payroll by providing a variety of clerical duties including filing, scanning, data entry, reconciliation of timecards and other documents, paycheck distribution, and providing instructional training to employees regarding the use of payroll related systems.

The ideal candidate for this opportunity will have excellent communication skills, be customer service driven, self-motivated, have an attention to detail and demonstrate ability to learn and follow standard procedures.

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

Qualifications:

1. High school diploma or general education diploma (GED)
2. Three years administrative/secretarial experience*
3. One-year computerized payroll processing experience*
4. Type at no less than 45 words per minute

**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/>
- 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

6/4/2021
(21-104)

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.