

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



Currently accepting applications for:
Accountant I
Bureau of Accounting

An Equal Opportunity Employer

Accountant I – Bureau of Accounting, Department of the Comptroller

\$21.86 hourly (Grade C11), 40 hours per week

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

Apply by 5:00 pm on **Monday, March 16, 2020.**

The Bureau of Accounting is seeking an ambitious, analytical, collaborative and resourceful professional to monitor and reconcile financial data and prepare financial information and reports while complying with Federal, State and local laws.

As an Accountant I you will apply accounting principles and procedures to ensure the efficient and accurate management of accounts in accordance with generally accepted accounting principles and practices.

An ideal candidate will be detail-oriented, enjoy working in a team environment as well as independently, have strong written and verbal communication skills, work well with staff across the organization, and manage daily, bi-weekly, monthly, quarterly and yearly recurring duties to meet deadlines.

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

Qualifications:

1. Bachelor's degree in Accounting, Finance or related field
2. Two years' experience in accounting with spreadsheets

**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

2/24/2020
(20-102)

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.