



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

ACCOUNTING COORDINATOR

Grade W12 – Non-Exempt

Starting Salary - \$57,637 annually

GENERAL DUTIES:

This position is a civilian administrative position within the Administrative Services Bureau and provides support for the Sheriff's Office. The Accounting Coordinator position is responsible for coordinating accounting related work for the Office, documenting payments and expenditures, coordinating administrative processes, ensuring checks and balances are applied, preparing accounting related documentation, updating various databases, reconciling accounts and preparing financial reports. This position will be responsible for supervising accounting administrative positions. The Accounting Coordinator will also provide support where needed that is suitable to agency goals.

AVAILABILITY:

Monday through Friday 7:00 a.m. – 4:00 p.m. with 1 hour lunch OR 7:00 a.m. – 3:30 p.m. with ½ hour lunch.

ELIGIBILITY:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess a high school diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able to read, write, and speak the English language
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov / employment / hiring process)

QUALIFICATIONS AND REQUIREMENTS:

- Minimum four years administrative support/supervisory experience required
- Associate degree required; bachelor's degree in field preferred*
- Financial/Accounting experience required
- Proficiency in Microsoft Office Applications
- Preference may be given for experience in one or more of the following areas of work: law enforcement, corrections, or area related to specialization
- Position may require extended periods of computer-based tasks
- Position may require extensive periods of sitting

- Position may require the ability to lift 30-50 pounds, as well as push, pull, or move objects

**A comparable amount of training and experience may be substituted for the minimum qualifications*

ESSENTIAL TASKS:

- Responsible for overall bank account reconciliations
- Coordinates daily accounting and financial tasks
- Coordinates accounting related workflows
- Maintains accounts payable and receivable activities, ensuring compliance with accounting standards
- Drafts and completes journal entries as needed for budget / account reconciliation
- Reconciles account balances in accounting system for multiple budgets
- Reconciles actual expenditures with annual budgets; interprets financial data
- Ensures financial records are accurate; conducts account audits, as needed
- Assists with and maintains a database for tracking accounting related activities
- Creates and submits reports, summaries, and analyses, as required
- Completes all documents, forms, or reports required for distribution
- Coordinates with the County Accounting and Procurement Departments and other departments, as needed
- Supervises accounting administrative positions
- Maintains knowledge of accounting and procurement policies, regulations, and procedures
- Seeks on-going training in specialization
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft Windows based computer programs to include Word, Excel, Outlook and Teams
- Knowledge of accounting standards and procedures
- Must have strong organizational skills and time management skills
- Must be detail oriented and precise
- Must be self-directed with good interpersonal skills and strong work ethic
- Ability to communicate effectively orally and in writing
- Ability to effectively organize, plan, and prioritize tasks in order to meet varied deadlines
- Ability to study and understand programs and funding requirements of the organization
- Ability to interpret financial data
- Ability to maintain information for accountability of all required records
- Ability to solve complex problems with many variables
- Ability to adapt technical skills to agency and situational needs
- Ability to understand laws, rules, regulations, and procedures governing the area of assignment as well as understand Law Enforcement / Correctional agency rules, regulations, and policies
- Ability to exercise sound judgment and respond with tact, understanding, diplomacy, fairness, and firmness

- Ability to work with sensitive information and maintain strict confidentiality
- Ability to work independently with minimal supervision
- Ability to succeed in a team environment
- Ability to establish effective working relationships with other staff and governmental agencies
- Ability to manage conflict and negotiate solutions

SELECTION PROCESS:

The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Final Command Review/Interview
- Final Job Offer

REQUEST PROCEDURE:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through **PoliceApp.com no later than 11:59 p.m. on Tuesday, July 30, 2024.** For more information about this position visit our website at **sheriff.carrollcountymd.gov**

"One or more positions may be filled using this vacancy announcement"

The Carroll County Sheriff's Office is an Equal Opportunity Employer