



ASSISTANT DIRECTOR OF FINANCE ALLEGANY COUNTY DEPARTMENT OF FINANCE

SUMMARY

Assist the Director of Finance with the operations of the Finance Department and the supervision of the office staff. Maintain the County's general ledger system, including the software, to insure the proper recording of accounting transactions in accordance with established policies and procedures. Work with the County's external auditors as they audit the financial records. Provide financial analysis and assistance to the Director of Finance and Deputy Director of Finance, outside agencies, other County personnel, and elected officials. ***This is an in-office position. Remote work is not available.***

KNOWLEDGE, SKILLS, AND ABILITIES

Expertise and training in governmental accounting. Thorough knowledge of principles and methods of finance. Skill in supervising fiscal operations in governmental finance. Ability to manage, coordinate, and work well with other people. Ability to present clear oral and written reports.

EDUCATION AND EXPERIENCE

Bachelors Degree in accounting, business administration, or finance. Working knowledge of data processing and computer applications. Seven years of experience in a senior-level, professional role in governmental accounting. A comparable amount of training and experience may be substituted for the minimum qualifications.

SPECIAL REQUIREMENTS

Certified Public Accountant Certificate. Tyler Munis ERP Software Experience Preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SALARY AND BENEFITS

This position is an exempt classified position at Grade 114, with a salary range of \$86,471 - \$164,294 and a complete County benefits package including health and life insurance, paid leave, and pension.

Detailed benefit and policy information can be found on the Human Resources page of the Allegany County website at: <https://www.alleganygov.org/1842/Employee-Benefits-Resources>

Applications are available in the Main Lobby at the address below or on the Web at:

<http://alleganygov.org/Jobs.aspx>

(NO PHONE CALLS PLEASE)

**Applications, cover letter and resume are required and must be returned to:
Allegany County Office Complex, 701 Kelly Road, Cumberland, MD 21502**

*****Mailed applications must be postmarked no later than July 31, 2026***

Applications may be emailed to humanresources@alleganygov.org**

**DEADLINE FOR APPLICATION IS MONDAY, JULY 31, 2026
ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**