

**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.

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 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 at Grade 114, with a salary range of \$84,775 - \$161,072 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 April 17, 2026*****

DEADLINE FOR APPLICATION IS FRIDAY, APRIL 17, 2026

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER