

*Council Members:*  
Diane Barrett  
Deborah Painter  
Wayne H. Thomas  
David Unglesbee  
Benjamin Zolman

Christopher M. Nevin  
*Mayor*



Jim Roark  
*Town Manager*

1034 S. Carroll Street  
Hampstead, MD 21074  
410-239-7408 Tel  
410-239-6143 Fax  
Hampstead@carr.org  
www.hampsteadmd.gov

## JOB OPPORTUNITY

**Are you looking for a rewarding Career?  
Would you like to be a part of a team who serves the Town of Hampstead Community?  
Come join our Team!!!**

The Town of Hampstead is currently seeking candidates for a **Finance Administrator**. We are a small town in northeastern Carroll County established in 1888, a historic, family oriented community with friendly neighborhoods and successful small businesses. **Our culture is family focused, team oriented, collaborative, supportive and this position offers paid development and training.**

The starting salary is \$70,000 - \$80,000 based on previous experience. Normal work hours are Monday – Friday 8:30 am to 4:30 pm on site and must be able to work overtime as needed.

### **Position Overview**

The Finance Administrator provides direct financial support to the Mayor, Town Council, and Town Manager while ensuring accurate and efficient management of all municipal financial functions. This role also provides general office support and exceptional customer service to residents, businesses, and staff.

### **Ideal Candidate Qualifications**

- Minimum of five (5) years of hands-on financial and accounting experience, including increasing levels of responsibility.
- Experience with payroll processing and accounts payable/receivable
- Knowledge of budgeting, audits, and regulatory compliance
- High attention to detail and strong reconciliation skills
- Proficiency with accounting and payroll software systems
- Excellent analytical, organizational, and communication skills

### **Key Responsibilities**

- Serve as primary financial officer for Town operations
- Process bi-weekly and quarterly payroll including timesheet verification, leave reconciliation, tax reporting, and coordination with the payroll provider.
- Manage accounts payable and receivable, including invoicing, check disbursements, bank deposits and reconciliations.
- Perform journal entries, month-end procedures, and financial reporting.
- Maintain fixed assets and depreciation schedules.
- Coordinate annual budget preparation and presentation reports
- Manage fiscal year-end audits including workers' compensation and compliance reviews
- Oversee quarterly utility billing and billing adjustments, tax collections, and business licensing coordination.
- Assist with property settlement billing and business personal property tax collection

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**The Town of Hampstead offers a competitive rate of pay and excellent benefits including:**

- Health, Dental, and Vision Insurance
- 457 (b) Retirement Plan with Town Contribution Match
- Life Insurance, Short Term Disability, and Parental Leave
- Tuition Reimbursement
- Vacation, Personal and Sick Leave
- 14 Paid Holidays

**Why Join Us?**

- Opportunity to serve the Town of Hampstead residents in a meaningful role
- Collaborative, team-oriented work environment
- Diverse and engaging responsibilities across all areas of municipal finance
- Professional development opportunities

If you are ready to play a vital role in maintaining the financial integrity of a dynamic municipal organization, we encourage you to apply today.