



**Position Title: Senior Accountant**

**Reporting to: Controller, Baltimore Development Corporation**

**Team: Finance**

**\*\*IN-PERSON POSITION. NO REMOTE APPLICANTS PLEASE\*\***

#### **OPEN UNTIL FILLED**

The Baltimore Development Corporation (BDC) is the economic development agency for the City of Baltimore. Our mission is to grow the city's economy in an inclusive manner by retaining, expanding, and attracting businesses and promoting investment, thereby increasing career opportunities for residents.

BDC is committed to a more equitable economy by supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

#### **POSITION OVERVIEW**

The City of Baltimore Development Corporation (BDC) is seeking a corporate Senior Accountant to assist the Finance Team. The successful candidate will bring a record of financial acumen, with excellent people and management skills, strategic leadership, collaborative teamwork, integrity, and accountability to this position, which comprises a critical part of this not-for-profit enterprise.

The Senior Accountant is responsible for supporting the accounting and finance functions including general accounting, financial planning & analysis, internal controls, management reporting, payroll, risk, and cash management.

Must be a self-starter who enjoys working in a dynamic environment. The position is "hands on", reports directly to and will work closely with the Controller and CFO.

The chosen candidate will be responsible for taking on a supporting role in financial transaction processing and has access to all aspects of the Company; thus, a high degree of confidentiality is required.

#### **REPORTING STRUCTURE AND COLLABORATION**

The Senior Accountant will report directly to the Controller and work closely with them to support the financial management and strategic direction of the company. This position will involve regular interaction with BDC's senior leadership to ensure alignment of financial goals and objectives. Additionally, the Senior Accountant will collaborate with external auditors, regulatory agencies, and other stakeholders to maintain compliance with industry standards and regulations. This role offers an exciting opportunity to contribute to the company's success and gain valuable experience in financial leadership and management.

#### **RESPONSIBILITIES**

- Monitor and review day to day accounting department activities including A/R, A/P, G/L, banking, tax, payroll, and serve as backup on critical functions.
- Prepares monthly, quarterly, and annual financial reporting packages. Work with outside CPA firm when appropriate.
- Prepares and processes bi-weekly payroll and retirement contributions journal entries.
- Conduct account analyses and reconciliations of all GL accounts, correcting inaccuracies and/or imbalances.

- Ensure quality control over financial transactions and financial reporting in accordance with GAAP
- Support and comply with local, state, and federal government reporting requirements and tax filings.
- Develop, document, and maintain accounting policies, procedures, and internal controls to align with the company objectives and with an eye on standardization and continuous improvement.
- Assist in preparing operating budget and interfaces with Baltimore City Department of Finance when necessary.
- Participate in special projects, team training and development.
- Collaborate with the Controller in preparing the requested items and documents necessary for annual 990 and audit.
- Other duties as assigned or required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Microsoft Office Suite: Proficiency in Microsoft Excel, Word, and Power Point.
- Knowledge of accounting, real estate finance, cash flow proformas and other analytical techniques.
- Experience in non-profit accounting.
- An ability to listen to others and learn from their best ideas and possess a healthy sense of intellectual curiosity.

#### **QUALIFICATIONS**

- Bachelor of Science Degree in Accounting or related field or a combination of education and experience
- Mature, seasoned, creative and proactive leader with 5+ years of progressive experience and demonstrated excellence in finances, accounting, budgeting, controls, analysis, projecting, and reporting, as well as being a team player in a people function-all governed by the values of integrity, inclusion, transparency, and reliability.
- Highly skilled in math with expert knowledge of accounting and financial principles, regulations, and best practices.
- Excellent understanding of governmental guidelines and laws that affect non-profit organizations.
- Proficient with data analysis, critical thinking and problem solving.
- Excellent written communication and presentation skills combined with the capacity to interact knowledgeably and clearly with a range of internal and external audiences.
- Exceptional interpersonal skills, with the ability to convey complex financial information understandably to a wide variety of audiences. Ability and drive to partner effectively with all levels of stakeholders, including employees, managers, department leaders, brokers, vendors, senior management, and the Board of Directors.
- Keen ability to think and act strategically, planning for the long-term while balancing the short and long-range needs of the organization.
- Highly collaborative and team-oriented approach to integrating all BDC program areas for maximum effectiveness.

#### **SALARY AND BENEFITS**

Salary will be commensurate with experience and qualifications. BDC also offers a full package of benefits including paid sick, personal and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits.

Salary Range for this position: \$72,000-\$80,000

#### **APPLICATION AND SELECTION PROCESS**

Candidates should submit a cover letter and resume via email to Kim Clark at

[BDCcareers@baltimoredevelopment.com](mailto:BDCcareers@baltimoredevelopment.com). Additionally, candidates have the option to include a portfolio along with their application materials. In the subject line of the email indicate **"Senior Accountant."**

### **EQUAL OPPORTUNITY EMPLOYMENT**

BDC is an Equal Opportunity Employer committed to a more equitable economy through employment, supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

BDC does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **OFFICE ENVIRONMENT REQUIREMENTS**

- **Workplace Setting:** The position requires presence in an office setting, with standard office hours of 9:00am to 5:00pm for an 8-hour workday. Flexibility for occasional extended hours or weekend work may be required.
- **Equipment Use:** Proficiency in using standard office equipment such as computers, printers, copiers, and telecommunication devices is essential.
- **Administrative Tasks:** Duties will include handling correspondence, scheduling appointments, and maintaining files and records.

### **PHYSICAL REQUIREMENTS**

- **Mobility:** The position requires the ability to sit for extended periods, stand, and walk, including occasionally moving between different locations within the office and offsite.
- **Manual Dexterity:** Must be able to use hands and fingers to operate office equipment, handle documents, and perform data entry.
- **Lifting:** Occasionally required to lift and move objects weighing up to 20 pounds.
- **Vision and Hearing:** Adequate vision and hearing are necessary for reading documents, using a computer, and communicating with others in person and via telecommunication devices.

### **DRESS CODE**

- **Professional Attire:** The candidate is expected to adhere to a professional dress code that reflects the organization's standards and presents a neat, clean, and business-like appearance.
- **Meetings and Events:** For meetings with public officials, community leaders, or external partners, business formal attire may be required.
- **Casual Days:** On designated casual days, business casual attire is acceptable, provided it maintains a professional and respectful appearance.