

DOWNTOWN PARTNERSHIP OF BALTIMORE

Position Summary: Staff Accountant

The Accountant at Downtown Partnership of Baltimore (DPOB) is responsible for preparing the organizations' financial statements in accordance with generally accepted accounting principles (GAAP) facilitate and complete monthly closing procedures, preparing account reconciliations monthly, for both Downtown Partnership and Downtown Management Authority (DMA). This position works collaboratively with Accounting Manager and Director of Payroll

Essential Duties and Responsibilities

- Coordinates the completion of financial statements, statement of financial position, statement of activity along with related statements monthly
- Prepare general ledger accounting entries
- Reconcile bank and merchant accounts
- Monitor cash flow in operating accounts, and initiate reoccurring transfers as necessary
- Assist with DMA & DPOB budget preparation and maintenance of budget systems
- Provide support to external audit and tax activities, including preparation of audit schedules and related footnotes
- Responsible for providing monthly analysis on budget variances
- Responsible for preparation of audit schedules and documentation backup
- Responsible for support and schedules for Form 990's, and Personal Property tax returns
- Responsible for maintaining and updating roll forward schedules by agreed upon specified deadlines
- Recommend modifications to accounting systems, controls and procedures to improve efficiency and effectiveness
- Assist Vice-President in preparing and monitoring the annual DMA budget through city tax assessments
- Knowledgeable about Chart of Accounts to ensure transactions are recorded properly
- To the extent possible confirm financial activity with Salesforce
- Ad hoc analyses of special projects or initiatives as to revenue and expense
- Works collaboratively with team members and participates in team meetings
- Participates to the extent possible in DPOB events and activities to promote Baltimore and become familiar with all organizational events and programming
- Other duties as assigned

Qualifications

- Bachelor's Degree in business administration with a concentration in accounting, or a Bachelor's degree in Finance with certificate or additional formal training to understand GAAP
- Professional experience of 3-5 years of overall accounting experience, with preference for 1-2 years of non-profit
- An active CPA license can replace 50% of professional experience

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Skills and Experience include:

- Knowledge various accounting programs and prefer experience in Great Plains
- Knowledge and proficient in Microsoft Word and Excel
- Previous experience as part of an accounting team within a smaller sized organization
- Excellent time management and organizational skills
- Able to be both a team member and work independently with a high-level of self-motivation to meet goals and deadlines
- Must be detail oriented, organized and able to demonstrate initiative and follow-up skills
- Must have strong analytical skills
- Ability to handle multiple priorities in a fast-paced team environment

Position Type/Expected Hours of Work

This is a full-time exempt position on site at DPOB

Occasional evening and weekend work may be requested for work deadlines or DPOB events

Reports to the Vice-President of Finance