



**City of Baltimore Development Corporation (BDC)**

**Position Title: Full Charge Bookkeeper**

**Report to: Controller**

**Applications accepted until position is filled.**

**Position Description**

**General Description of Work:**

Provides financial and accounting support involving matters related to business and real estate development projects for the BDC Accounting Department and the City of Baltimore. Work is performed under the supervision of the Controller. Employee works a conventional 37-½ workweek, 7 ½ hours per day in an office environment. The exact starting and ending times are determined by the needs of BDC. Work requires minimal physical demands. At all times, the Full Charge Bookkeeper exhibits the professional conduct and behaviors as defined in the Personnel Manual. Performs associated duties as assigned. Job duties are subject to change as directed by management.

**Typical Tasks**

**Accounts Payable**

- Invoice review, coding, and input into accounting system
- Write and mail checks
- Maintenance of vendor files
- 1099 preparation

**Accounts Receivables & Billing**

- Responsible for monthly and periodic billing of customers and City
- Receive payments and prepare bank and municipal deposits
- Enter deposits into accounting system and loan tracking.

**Bank Reconciliations**

- Prepare monthly bank reconcilements and related entries

**Maintain Loan Program**

- Set up new loans and amortization schedule
- Enter payments in loan tracking software
- Prepare loan payment general ledger entries
- Perform monthly analysis of loan transactions and balances
- Prepare loan balance inquiry schedules upon request

**Monthly & Year End Close**

- Assist in the preparation monthly financial statements and reports
- Prepare adjusting entries and input in accounting system
- Maintain and update accounting reports as needed

## **Position Title: Full Charge Bookkeeper, page 2**

### **Budget Maintenance**

- Work with Controller in preparation, updating and inputting annual Operating Budget
- Conduct account analyses of all General Ledger accounts
- Analyze general ledger transactions, balances and financial reports.
- Create and update accounting forms used for above tasks.

### **Additional duties**

- Assists independent, City, State and Federal auditors.
- Archive files annually
- Completes filing of other documents as needed
- Other duties as required

## **II. Knowledge, Skills and Abilities:**

Knowledge of English grammar, spelling and punctuation; knowledge of office practices including office protocol and various filing procedures; knowledge of accounting and bookkeeping procedures.

Ability to exercise sound judgment on a variety of matters guided by general instructions; ability to compose correspondence; ability to prioritize work and adapt to rapidly changing priorities; ability to utilize time management skills in ensuring completion of all tasks assigned in a timely manner.

Ability to locate and retrieve data from a variety of sources and to compile the information following general directions, demonstrating strong analytical skills.

Ability to deal with people with tact and diplomacy.

Ability to perform arithmetic computations with accuracy.

## **III. Education and Experience Requirements:**

Bookkeeping and/or accounting courses, including Business Math, Accounting I and Accounting II.

Minimum of two to five years of experience in performing full charge bookkeeping duties or an equivalent combination of education and experience.

Minimum of two years' experience with *accounting software, Excel and Word* software. Experience working with loans is preferred, knowledge of loan system software a plus. Ability to use office equipment, such as, computer, calculator, postage, copy and fax machines.

**Position Title: Full Charge Bookkeeper, page 2**

**Additional Requirements**

This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek.

To apply, submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com) with "Full Charge Bookkeeper" in the subject line.

No Phone Calls Please. Not all applicants will be contacted.