



City of Baltimore Development Corporation (BDC)
Position Title: Controller
Reports to: Vice President and Chief Financial Officer

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.

The City of Baltimore Development Corporation (BDC) is seeking a full-time corporate Controller to lead the Accounting Department 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 Controller is responsible for 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 CFO and Senior Management.

The chosen candidate will be responsible for taking on a leadership role in the financial decision-making process and has access to all aspects of the Company and thus a high degree of confidentiality is required.

Job Duties Include:

Manage day to day accounting department operations including A/R, A/P, G/L, tax, payroll, limited HR, 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.

Facilitate the implementation of new accounting software when appropriate.

Ensure quality control over financial transactions and financial reporting.

Manage and comply with local, state and federal government reporting requirements and tax filings.

Administers employee health and benefit plans.

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.

Prepares operating budget and interfaces with Baltimore city Department of Finance.

Responsible for preparing the requested items and documents necessary to facilitate and manage the process for timely conducted annual audits.

Oversee applicable required regulatory reporting to assure compliance in a cost-effective manner and minimize legal liabilities. Manage the corporate insurance portfolio, acquire and maintain adequate and appropriate corporate insurance coverage to adequately protect BDC from various types of exposure.

The Controller models the highest standard of courteous, dependable, professional conduct, and collaborates with all teams, as requested. This position reports directly to the Vice President and Chief Financial Officer. Performs associated duties as assigned. Job duties are subject to change as directed by management.

REQUIRED QUALIFICATIONS:

- Mature, seasoned, creative and proactive leader with 10+ years of progressive experience and demonstrated excellence in managing finances, accounting, budgeting, controls, analysis, projecting and reporting, as well as in leading a people function-all governed by the values of integrity, inclusion, transparency, and reliability.
- Bachelor of Science Degree in Accounting (CPA).
- 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. An ability to listen to others and learn from their best ideas and possess a healthy sense of intellectual curiosity.
- Advanced computer skills 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

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.

Qualifications:

Experience: Accounting, 10 years (CPA required)

Education: Bachelor's (Required)

Working Days: Monday thru Friday, Full time

Benefits:

- 403(b) matching
- 401(a)
- Dental insurance
- Disability insurance
- Health Savings account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance
- Parking

Physical Setting: Office

COVID-19 considerations: All PE is provided.

Work Location: One location – Downtown Baltimore

Work Remotely: No



COVID-19 Precaution(s): Personal protective equipment provided or required. Social distancing guidelines in place

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.

Application and selection process: Candidates should submit a cover letter and a resume via email to Nancy Jordan-Howard at nhoward@baltimoredevelopment.com. In the subject line of the email indicate "Controller."

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** on the basis of 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.