The mission of the Baltimore Office of Promotion & The Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create pride by promoting Baltimore to Baltimoreans; and, to use the arts and events marketing tools to promote Baltimore’s assets locally, regionally and nationally. BOPA produces festivals, special events, and promotions in Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area. Facilities include School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

Position Summary
The Accounting Manager for BOPA is a full time, exempt position reporting to the Director of Financial Operations. The successful candidate will be responsible for the integrity of information entered into the financial systems for BOPA and its affiliated entities, Baltimore Festival of the Arts, Inc. (BFAI) and the Bromo Seltzer Arts Tower (BSAT); and will serve as the primary liaison to the outsourced accounting firm for preparation of monthly financial statements and annual audits. This position requires a self-starter who is able to proactively analyze financial statements and recommend opportunities for improved financial performance in the organizations’ programs and operations. The Accounting Manager will also provide critical financial analysis, business planning and modeling, budgeting, and financial forecasting activities as needed.

Responsibilities
General Ledger
- Manage input of accounts payable bills and accounts receivable invoices into financial system
- Analyze general ledger accounts and financial statements
- Prepare and monitors weekly cash flow analysis
- Assist in preparation of annual budgets for each department

Grant Reporting
- Assist with preparation of external grant budgets
- Compile grant reports and reimbursement requests from general ledger data

Revenue/Accounts Receivable
- Monitor Facilities revenue including rental revenue and admission fees
- Monitor Merchant application fees and revenues for Farmers’ Market, festivals and special events
- Assist with cash management from food, beverage and merchandise sales at Festivals
- Assist the Development Department in preparing customer revenue contracts
Minimum Qualifications
- Bachelor's degree in Finance, Accounting or a related field
- 5+ years of experience in a financial capacity
- Experience working with complex financial documents
- Advanced skills in Microsoft Access, Word, Excel
- Excellent written and verbal communication skills, with ability to make complex issues comprehensible to untrained persons
- Self-motivated with the ability to prioritize multiple projects, work independently, and follow through as required

Desired Qualities
- Ability to think analytically, problem solve and make decisions using sound judgment and reporting tools
- Detail oriented, highly organized, with effective communication abilities
- Ability to flourish in a fast-paced environment with rapidly changing priorities

Compensation
- Salary commensurate with experience
- BOPA offers a robust benefits package including paid time off, medical, vision, dental, life, 403b with employer match, and monthly transportation subsidy or parking

Application Process
Please submit a cover letter and resume (with your name and job title in subject line) as one pdf document to: humanresources@promotionandarts.org. No Phone Calls Accepted.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people including, but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.