



Accounting Manager

Finance & Administration Division

The Baltimore Museum of Art (BMA) is seeking an experienced Accounting Manager to provide administration of finance policies, procedures and programs. The ideal candidate will be a detail-oriented professional with strong interpersonal skills and an ability to work with people at all levels of the organization.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Reconcile bank statements
- Manage fixed assets
- Provide necessary information to the Development Department for grant reporting
- Process contributed revenue in partnership with the Development Department
- Oversee record reconciliation with the Development Department
- Record End of Month Investment Activity
- Assist the Controller with daily, monthly, and annual processes

This full-time, exempt position reports to the Controller in the Finance & Administration Division and works with the Accounts Payable/Payroll Coordinator and the Accounts Receivable Coordinator in the Finance Department.

QUALIFICATIONS

- Positive attitude and an ability to represent the Museum internally and externally
- Bachelor's Degree or professional experience equivalent
- 3-5 years of accounting/finance; non-profit experience preferred
- Ability to work in a fast-paced environment with a customer-service based approach and a proven ability to manage multiple priorities
- Ability to communicate effectively both verbally and in writing
- Proficiency in Microsoft Office Suite with advanced experience in word processing and spreadsheet preparation

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY

Please send a cover letter with salary requirements and resume to HR@artbma.org with **“Accounting Manager” your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.