

## **BALTIMORE OFFICE OF PROMOTION AND THE ARTS, INC.**

### **Bookkeeper**

#### **Position Description**

The mission of Baltimore Office for Promotion & 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 for 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.

#### **Summary**

The Baltimore Office of Promotion & The Arts (BOPA) is seeking a temporary Bookkeeper. This temporary full-time, non-exempt position reports to the Director of Financial Operations and supports the organization by providing accurate and timely bookkeeping; processing accounts payable and receivable; and contract compliance. This role requires approximately 35 hours a week and has no direct reports.

#### **Responsibilities:**

##### **Manage the Accounts Payable for three entities:**

- Responsible for recording payables transactions and ensuring accurate coding to department, program, and account.
- Follows up with program officers to ensure proper supporting documentation associated with each payable is uploaded into bill.com, the payables system.
- Obtains W-9s for new vendors and annual W-9 updates for existing vendors.
- Reconciles vendor accounts and researches discrepancies.
- Responds to vendor and contractor personnel inquiries regarding account and payment status.

##### **Manage the Accounts Receivable for three entities:**

- Assists with processing of payments on Accounts Receivable.
- Assists with processing of customer contracts through DocuSign.
- Perform research project through City of Baltimore public records in support of specific BOPA initiative.
- Perform other special projects as needed.

#### **Qualifications**

- Bachelor's degree preferred but can be substituted with experience
- Minimum of 3 years of experience in Accounts Payable working in an accounting environment
- Working knowledge of accounting principles
- Experience with Bill.com and Intacct accounting software a plus
- Proficiency in Microsoft Office products
- Detail oriented combined with excellent organizational skills
- Maintains a high level of accuracy in preparing and entering financial information
- Strong interpersonal and written communication skills
- Works collaboratively within a fast-paced team environment
- Commitment to providing excellent customer service

- Inquisitive, curious, and understands the importance of asking for direction when needed

### **Compensation**

- Hourly rate commensurate with experience.
- Based on the short-term nature of Temporary Employee's employment, Temporary Employee will not be entitled to the payment of other benefits received by regular employees.

### **Application Process**

Please submit a cover letter and resume as one PDF document to:

[humanresources@promotionandarts.org](mailto:humanresources@promotionandarts.org) . No phone calls please.

*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.*