



## **Accounts Payable & Payroll Coordinator**

### **Finance and Administration**

### **Baltimore Museum of Art**

The Baltimore Museum of Art (BMA) seeks an experienced Accounts Payable & Payroll Coordinator to manage the payroll and accounts payable functions through to the General Ledger of the organization. This full-time, exempt position reports to the Controller in the Finance Department.

#### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

##### **Accounts Payable**

- Process all vendor invoices and payment requests for weekly check processing.
- Maintain all vendor files.
- Process outgoing wires.
- Complete monthly reconciliation of Accounts Payable to the General Ledger.
- Maintain and reconcile schedules for prepaid invoices, deferred revenue, shared and travelling exhibitions.
- Maintain and process all BMA issued credit cards.
- Process vendor 1099 forms annually.
- Distribute monthly expense reports to department budget managers
- Process sales and parking taxes.
- Support Controller during annual audit.

##### **Payroll**

- Process bi-weekly payroll.
- Oversee all payroll maintenance and changes in the payroll/HRIS systems.
- Oversee electronic timekeeping system including managing leave accrual and leave requests.
- Ensure that employee benefit time is accurate in timekeeping and payroll systems.
- Prepare and record payroll related journal entries in accounting software.
- Oversee worker's compensation audit.
- Prepare bi-weekly 403(b) data file for submission.
- Support Controller during annual audit.

#### **QUALIFICATIONS**

- Bachelor's Degree or professional experience equivalent.
- PC proficiency and data entry skills.
- Minimum 5 years' experience with payroll and accounts payable.
- Strong interpersonal and communication (both written and oral) skills.
- Demonstrable customer service skills.
- Experience working in a team-oriented, collaborative environment.
- Highly organized and self-motivated with the ability to go above and beyond when required.
- Attention to detail and thoroughness.
- Proficient in Excel.

#### **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](mailto:HR@artbma.org) with **“AP/Payroll Coordinator” your first and last name** in the subject line.

Incomplete application materials will not be considered.

Position will be posted until filled.

No phone calls please.