



Staff Accountant

Finance Department

The Baltimore Museum of Art (BMA) seeks a qualified Staff Accountant to play a key role in maintaining accurate financial records, supporting month-end and year-end close processes, and ensuring compliance with internal controls and external regulations. This position requires strong analytical skills, attention to detail, and a passion for supporting the arts through sound financial stewardship.

The Baltimore Museum of Art is a world class, internationally recognized museum, recently ranked by the *Washington Post* as one of the top 20 museums in the United States. As a highly visible representative of the finance team, the Staff Accountant must be enthusiastic, qualified and customer-service oriented. The ideal candidate will be responsible for the museum's cash management activities, all aspects of accounts receivable recording, timely month-end close reconciliations and general ledger entries.

This full-time, exempt position reports to the Senior Director of Finance.

RESPONSIBILITIES

Key responsibilities include but are not limited to:

- Processing cash receipts: parking, The BMA Shop, admissions and all other receipts.
- Recording, reconciling and maintaining all aspects of parking account, The BMA Shop, petty cash and accounts receivable.
- Monthly reconciliation of investment gains/losses.
- Recording and reconciling bank statements including reconciliation of four (4) credit card merchant statements
- Initiating wire payments
- Creating internal and external invoices and accompanying journal entries.
- Interfacing with Image Services & Rights, Registrars, Visitor Services, and the The BMA Shop to reconcile inventory and monthly revenue reports with Finance
- Handling all month end closing procedures related to A/R and ensuring timely reconciliation in Financial Edge
- Acting as finance representative during random monthly inventory in art vaults
- Supporting the finance department during annual audits

QUALIFICATIONS

- Bachelor's Degree or professional experience equivalent
- Experience with Financial Edge and other Blackbaud programs highly desired
- Strong understanding of GAAP and nonprofit accounting principles
- PC proficiency and data entry skills
- 2+ years of accounting experience, preferably in a nonprofit or cultural institution
- Strong interpersonal and communication (both written and oral) skills
- Demonstrable customer service skills
- Ability to work independently and collaboratively in a dynamic environment.
- Highly organized and self-motivated with the ability to go above and beyond when required
- Attention to detail and thoroughness
- Passion for the arts and the museum's mission is a plus.

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 with match, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced gym membership fee. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

This is a bargaining unit position.

SALARY - \$61,314 annually

APPLY

Research suggests that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send a cover letter with salary requirements and resume to HR@artbma.org with **“Staff Accountant” 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.

All employees must be legally authorized to work in the United States. The museum does not sponsor work visas.

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