



POSITION DESCRIPTION

Mission: Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

STAFF ACCOUNTANT

DIVISION: FINANCE

REV: 05/03/19

PART-TIME, NON-EXEMPT

MAJOR RESPONSIBILITY: The Staff Accountant will provide support for the Director of Finance with respect to reporting and accuracy of financial information. This role is responsible for providing financial, administrative and operational assistance to support the financial aspects of programs, projects and operations. The Staff Accountant will also assist in preparation and maintenance of records, documents and data for public and private grants.

REPORTS TO: Director of Finance

ESSENTIAL FUNCTIONS:

1. Perform month end closing functions, including preparing journal entries and performing monthly reconciliations of accounts such as cash, investment, fixed assets, prepaids and accruals.
2. Accounts Payable
 - a. Review, validate, and process weekly invoices/accounts payable
 - b. Prepare weekly check run
 - c. Prepare and process yearly 1099's
 - d. Research and correct outstanding checks
3. Accounts Receivable
 - a. Prepare monthly invoices and grant financial reporting on both a scheduled and ad hoc basis
 - b. Process weekly cash receipts
 - c. Track and follow up on outstanding receivables

4. Other Duties

- a. Perform general ledger maintenance, as necessary
- b. Maintain orderly filing of documents and proper support of financial information
- c. Coordinate storage and destruction of records
- d. Review processes and systems and recommend improvements as needed
- e. Review, validate and process employee expense and credit card reports
- f. Assist in preparing monthly financial statements
- g. Assist with monthly regulatory filings, year-end financials and tax compliance
- h. Assist with annual external audit and any other examinations, including preparing schedules and supporting data
- i. Assist in annual budget preparation
- j. Perform accounting functions as assigned and necessary to support the accounting department
- k. Consistent communication with the Director of Finance

QUALIFICATIONS:

Requirements

- Associates degree in bookkeeping/accounting or equivalent experience
- Basic knowledge of accounting, invoicing, journal entry, data tracking, budget projections and payroll processing
- Intermediate knowledge of Microsoft Office Suite programs, notably Microsoft Excel
- Good verbal and written communication skills
- Previous experience with accounting software, preferably Abila MIP or another non-profit software
- Excellent communication, filing, organizing, and team work skills
- Positive people skills and team player mentality
- Good time-management skills
- Ability to carry out multiple tasks simultaneously
- Creative capacity to develop and improve operations and administrative systems
- Availability to work two to four days a week

Preferences

- None

SALARY:

- Starting at \$20.00 per hour. Most weeks would range 16 to 24 hours