



**City of Baltimore Development Corporation (BDC)**  
**Position Title: Assistant Vice President, Finance**  
**Reporting to: Vice President, Finance**

**\*\*IN-PERSON POSITION. NO REMOTE APPLICANTS PLEASE\*\***

## **OPEN UNTIL FILLED**

The Baltimore Development Corporation (BDC) is the economic development agency for the City of Baltimore. Our mission is to grow the city's economy in an inclusive manner by retaining, expanding, and attracting businesses and promoting investment, thereby increasing career opportunities for residents.

BDC is committed to a more equitable economy by supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

## **POSITION OVERVIEW**

The City of Baltimore Development Corporation (BDC) is seeking an Assistant Vice President, Finance who will perform a variety of accounting, finance, and administrative duties for BDC, the city's official economic development agency. Under the supervision of the VP of Finance, the Assistant Vice President, Finance ensures the accuracy, integrity, and compliance of financial transactions and reporting, aligning with BDC's mission. The role requires proficiency in non-profit accounting principles, grant management, and a commitment to transparency and fiscal responsibility.

## **RESPONSIBILITIES**

### **Financial Reporting & General Ledger**

- Prepare and process general ledger entries, reconcile various accounts to include bank reconciliations, assist with month-end and year-end closing processes.
- Prepare accurate and timely consolidated financial statements, reports, and budgets for BDC including its subsidiaries.
- Analyze financial data to provide insights and recommendations for strategic planning and decision-making.
- Prepare and submit Sales and Use tax reports.
- Prepare additional reporting as required by City, State, and Federal Agencies.
- Assist with preparing Annual and Capital Budgets.

### **Grant & Fund Accounting**

- Manage and track funds received from various grants, ensuring strict compliance with donor restrictions and grant requirements.
- Allocate costs to appropriate programs, activities and prepare grant-specific financial reports for funders.

### **Accounts Payable & Receivable**

- Assist with overseeing the accounts payable process, including invoice processing, vendor payments, and expense tracking.
- Assist with overseeing the accounts receivable, ensuring timely collection of revenues.

### **Compliance & Audits**

- Help establish SOPs that will monitor internal controls to safeguard the corporation's assets, prevent fraud, and ensure the accuracy of financial data.
- Assist with the coordination of annual external audits, providing accurate financial records and documentation.
- Ensure compliance with all relevant tax laws and regulations for a non-profit organization. Including IRS Form 990 compliance and preparation, and federal/state regulations.

### **Other Duties:**

- Support the VP, Finance, by monitoring payroll entries and cash flow management functions.
- Work Closely with off-site accountants to oversee City owned property.
- Collaborate and maintain relationships with contractors to provide a smooth tracking of expenditure and payments for projects.
- Assist with tracking covenant compliance items to provide timely information
- Maintain an efficient tracking system for all transactions to be reviewed and paid.
- Prepare letters to coordinate information to and from Trustees.
- Participation in City Events as needed.
- Assist with ongoing system implementations.
- Additional duties and projects may be assigned as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong analytical, critical thinking, and organizational skills.
- Detail-oriented and highly accurate.
- Proficiency with accounting software and Microsoft Excel to include Pivot Tables, Lookups, and IF functions.
- Excellent communication and teamwork skills.
- Knowledge of federal and state financial regulations.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in accounting, Finance, or a related field.
- High-level financial reporting and analysis experience preferably within a non-profit, government, or economic development environment.
- Knowledge of non-profit accounting principles, including fund accounting.
- Experience with grant management is highly desirable.

### **OFFICE ENVIRONMENT REQUIREMENTS**

- Workplace Setting: The position requires presence in an office setting, employees are scheduled to work a 7.5-hour workday Monday through Friday, providing a total of 37.5 hours per work week. The BDC 7.5-hour workday plus one hour for lunch, begins between 7:00 am – 9:00 am and ends between 3:30 pm – 5:30 pm. Flexibility for occasional extended hours or weekend work may be required.
- Equipment Use: Proficiency in using standard office equipment such as computers, printers, copiers, and telecommunication devices is essential.
- Rare evening and weekend work for special events and Board meetings
- Some travel within the Baltimore metropolitan area for community events and stakeholder meetings
- BDC's offices are located at 36 S. Charles on the 21st & 20th floors and are accessed via elevators and emergency stairs.

## PHYSICAL REQUIREMENTS

- **Mobility:** The position requires the ability to sit for extended periods, stand, and walk, including occasionally moving between different locations within the office and offsite.
- **Manual Dexterity:** Must be able to use hands and fingers to operate office equipment, handle documents, and perform data entry.
- **Lifting:** Occasionally required to lift and move objects weighing up to 20 pounds.
- **Vision and Hearing:** Adequate vision and hearing are necessary for reading documents, using a computer, and communicating with others in person and via telecommunication devices.

## DRESS CODE

- **Professional Attire:** The candidate is expected to adhere to a professional dress code that reflects the organization's standards and presents a neat, clean, and business-like appearance.
- **Meetings and Events:** For meetings with public officials, community leaders, or external partners, business formal attire may be required.
- **Casual Days:** On designated casual days, business casual attire is acceptable, provided it maintains a professional and respectful appearance.

## SALARY AND BENEFITS

This is a salaried, benefited, at-will position, and work is performed as required to complete project priorities and may require extended hours beyond a conventional work week, including evening meetings.

Salary will be commensurate with experience and qualifications. BDC also offers a full package of benefits, including paid sick, personal, and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits.

The starting salary range for the Assistant Vice President, Finance is \$105,000 - \$115,000, commensurate with experience.

## APPLICATION AND SELECTION PROCESS

Candidates should submit a cover letter and resume via email to Shantel McLaughlin at [smclaughlin@BaltimoreDevelopment.com](mailto:smclaughlin@BaltimoreDevelopment.com), subject line of the email indicating "Assistant Vice President, Finance."

Candidates can also learn about us by visiting our website at [baltimoredevelopment.com](http://baltimoredevelopment.com) and [baltimoretogether.com](http://baltimoretogether.com). No Phone Calls Please. Only applicants scheduled for interviews will be contacted.

## EQUAL OPPORTUNITY EMPLOYMENT

BDC is an Equal Opportunity Employer committed to a more equitable economy through employment, supporting minority and women-owned businesses, and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy. BDC does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.