



VACANCY ANNOUNCEMENT

Position: ACCOUNTANT I

Posted: 03/08/2016

Application Deadline: Wednesday, March 23, 2016

Department: Finance

Job Type: Full Time | Regular | Non Exempt

Salary: \$ 20.47 per hour

GENERAL DESCRIPTION

The Parking Authority of Baltimore City has an opening for an Accountant I. The Accountant I performs entry level professional accounting work involving the review of source documents used for accounting, the maintenance of ledgers, registers, or other records of initial entry, the maintenance of control accounts, and the preparation of periodic and special financial reports. Work includes the reconciliation of records, statements, journals and vouchers and the preparation of reports for use by other personnel in controlling the use of all funds. Responsible for the daily reconciliation of the revenue from multiple revenue sources. This includes verifying and posting data to a computerized system. Assist in preparation of financial reports, and assist customers and employees on a daily basis. Work is performed in an office and requires moderate physical exertion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is not inclusive and this position may require related duties not listed, if necessary, to accomplish the work of this organization:

- Compiles, classifies records, verifies, and maintains data for revenue records.
- Verifies and posts details of business transactions, such as funds received and disbursed, and total accounts to ledgers or computer spreadsheets and databases.
- Coordinates payroll processing including compiling payroll data, reviewing employee payroll information such as exemptions and deductions.
- Reconcile various accounts, and/or bank statements.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Enter data and/or process transactions using computers and computer systems.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Entering, recording, or maintaining information in written or electronic form.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Answers receivable inquiries and complete follow ups.
- Providing responsive and timely feedback on status and progress of activities.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V

- Completes other duties as assigned/required by upper management.

- **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting principles and practices, and the analysis and reporting of financial data
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files, and records, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer service.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to establish and maintain effective working relationships with personnel from other City agencies, members of the business community and the general public.
- Ability to read and interpret financial reports.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to multi-task and prioritize work activities.

Computer/Software Skills: Must have basic typing skills, and be proficient in Microsoft Word and Excel. Experience with Access, PowerPoint, and GP Dynamics Financial Software a plus.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of organization.

Math Ability: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability: Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

EDUCATION AND EXPERIENCE REQUIREMENTS

Associate's degree (A. A.) or equivalent from two year college or technical school; **and** one to two years related experience and/or training; **or** equivalent combination of education and experience. Equivalent combination of education and experience will be considered.

Those eligible candidates who are under final consideration for employment will be required to authorize the release of criminal conviction information from the Maryland State Police. Final candidates will be required to take a computer skills test. Final candidates will be required to complete a PABC job application and submit proof of education and training qualifications.

Submit Resume and Cover Letter by Closing Date to PABC c/o Employment Opportunities, 200 W. Lombard Street, Suite B, Baltimore, MD 21202 or via email to EmploymentOpportunities@bcparking.com

Created March 15, 2016 | Job # 152

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion on the basis of race, color, gender, religion, age, national or ethnic origin, disability, marital status, sexual orientation or veteran status.

The Parking Authority is a smoke-free and drug-free workplace. We encourage a diverse work environment.