

Baltimore Convention Center

Job Announcement

Office of Human Resources

Director of Accounting Operations

Please mail your completed City application or resume to:

Baltimore Convention Center

1 W. Pratt Street

Baltimore, MD 21201

or Email: jobs@bccenter.org

DEPARTMENT: Administration

SALARY: \$71,000-\$113,500

GRADE: 931

CLOSING DATE: May 16, 2017

POSITION DUTIES: The Accounting Operations Officer oversees and coordinates the activities of the Baltimore Convention Center's accounting department. This position analyzes financial statements; prepares financial reports; directs and monitors all operating, revenue, and capital expenditure accounts; prepares budgets; and manages the accounting and staff.

MINIMUM QUALIFICATIONS:

EDUCATION: A bachelor's degree in accounting from an accredited college or university.

EXPERIENCE: Five years of experience in accounting management including two years of supervisory experience disciplining, evaluating performance, and recommending the hiring, firing, and promoting of staff.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201 or email to jobs@bccenter.org. **All applications/resumes must be in Human Resources by the closing date of May 16, 2017.**

Equal Opportunity Employer/Affirmative Action Employer