



**Bookkeeper/Office Coordinator
Job Description
July 2015**

Job Title:	Bookkeeper/Office Coordinator
Reports To:	President; Vice President of Parks and Public Realm
Job Type:	Full Time – non exempt (eligible for overtime) – Clerical/office-based.
Salary Range:	\$18/hour - \$20/hour (depending on qualifications) plus benefits
Job Location:	1100 New Jersey Avenue NW, Suite 1010, Washington DC 20003
Work Hours:	40 hours/week, some overtime for evening and weekend events particularly during spring and summer.

Job Description

The Bookkeeper/Office Coordinator is responsible for all day-to-day, monthly, quarterly and annual financial record keeping for the BID, Yards Park and Canal Park. The Bookkeeper/Office Coordinator helps prepare the twice-annual BID tax billing statements. Position requires data entry and reconciliation of all accounts. Books are maintained with Quickbooks. The Bookkeeper/Office Coordinator also communicates with the bi-monthly payroll processor to relay payroll information. The Bookkeeper/Office Coordinator will administer basic human resource policies. The Bookkeeper/Office Coordinator is responsible for the day-to-day operations of the Capitol Riverfront BID office functions including ordering supplies and maintaining vendor contracts and equipment; maintaining a central filing system; and staffing the office front desk including answering phone calls, responding to the general mailbox and greeting guest and visitors to the office. The Bookkeeper/Office Coordinator works collaboratively with the Capitol Riverfront BID Staff to achieve the operation goals for the BID. The Bookkeeper/Office Coordinator must also provide a high level of customer service to staff and customers. The approximate start date for this position is September 1, 2015. This is a new position and brings in-house some functions that were previously contracted to an outside vendor. For more information about the Capitol Riverfront, please review our annual report at http://www.capitolriverfront.org/files/docs/2014_annualreport_final.pdf

Job Requirements

The knowledge, skills and abilities required to perform the duties of this position are typically acquired through three to five years of similar work experience.

- Extensive bookkeeping experience
- Highly proficient at MS Word, MS Excel and Quickbooks

- Fundamental understanding of accounting principles.
- Must be trustworthy, able to maintain confidentiality of data and work product.
- Progressive responsibility in 3-5 years of experience with bookkeeping, accounting and/or office administration.
- BA degree in Accounting, Finance, HR, Business or other related field preferred, but not required.
- Self-motivated and resourceful, with the proven ability to multi-task and operate successfully under tight deadlines and time pressures.
- Ability to organize and prioritize tasks, strong attention to detail.
- Experience at a non-profit highly desired.
- Strong interpersonal and teamwork skills.

Responsibilities & Duties

This position's responsibilities and duties shall include but not be limited to the following activities:

- Process accounts payable/accounts receivable weekly, prepare checks for signature by the President, record transactions into the QuickBooks accounting system, and work with the BID accounting firm and BID VP to reconcile financial records each month.
- Prepare and process the BID payroll every two weeks in coordination with BID payroll services.
- Maintain and monitor BID HR/benefits for each employee in conjunction with BID payroll provider.
- Prepare the twice-annual BID tax billing statements.
- Provide overall management of BID office systems – central filing system, financial and accounting procedures, payroll, HR/benefits, phones and office equipment, office supplies, etc.
- Work with vendors and maintain contracts for all leased office equipment including copier, printers, fax machine, scanner, coffee maker, cell phones, etc.
- Work with the President to format the annual BID budget and monitor budget compliance throughout the fiscal year.
- Establish and maintain a central filing system for all BID files.
- Assist in researching and maintaining a database on each BID square and parcel that includes accurate information on ownership, mailing address, and other pertinent data, etc.
- Assist the President in preparations for BID board meetings, the annual general membership meeting, and BID committee meetings. Attend and participate in those meetings as needed and prepare minutes to those meetings.
- Participate in the planning and execution of BID special events such as the annual general membership meeting, board of directors meetings, committee meetings, the summertime concert and outdoor movie series, commercial broker events, receptions, etc.
- Staff the front desk and field phone calls and walk-in visitors, ultimately assigning those calls or visitors to the appropriate staff person.
- Other duties, tasks and responsibilities as assigned by the President.

Application Requirements and Deadline: In addition to a current resume, please include a cover letter that outlines some of your strengths and also why you would like to work at the Capitol Riverfront. This cover letter should also include salary history and requirements. All items, ideally in PDF format, should be emailed to the address below by August 16, 2015. Applications will only be accepted by email addressed to: dan@capitolriverfront.org with the subject line: **Bookkeeper 2015**

To ensure your application is routed properly, you must follow the above instructions. No phone calls, please. Due to the volume of applications we receive, we are unable to respond to queries about application status and will only reach out to candidates we pursue further. References will be required at a later point in the process. Employment offer may be subject to credit and criminal background checks. The Capitol Riverfront BID is an Equal Opportunity Employer.