



ASSOCIATE DIRECTOR OF FINANCE AND ADMINISTRATION

COMPANY BACKGROUND:

Founded in 1997, the Golden Triangle Business Improvement District (BID) encompasses 43 square blocks in Washington DC's central business district. Situated just north of the White House, the BID implements a wide variety of programs and initiatives to support the neighborhood's status as a premier business destination and a global attraction. The BID's programs include fundamentals such as street cleaning, emergency preparedness, and homeless outreach, as well as others such as events and activation, capital projects, urban planning, retail attraction, and economic development.

The BID is a non-profit 501(c)(6) corporation with twelve employees and a broad mission. It is funded by assessments on commercial properties and is governed by an elected Board of Directors. The Golden Triangle is currently one of 10 business improvement districts in the District of Columbia. It also maintains an affiliate relationship with the Golden Triangle Charitable Corporation, a newly formed 501(c)(3) charitable corporation.

SUMMARY:

The Associate Director of Finance and Administration (AD Finance and Admin) provides essential support for all finance and administrative function at the Golden Triangle BID.

The ideal candidate has strong finance skills, understands the meaning behind the numbers, and enjoys working on HR administration. This person also has excellent attention to detail, brings good judgement to a variety of situations and active problem-solving skills. The candidate enjoys a fast pace and variety in work, close collaboration with a small team that is mission-driven, results driven and community oriented. The AD Finance and Admin has the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

This position reports to the Senior Director for Finance and Administration. A detailed description of the duties follows.

PRIMARY DUTIES AND RESPONSIBILITIES:

Finance

- Manage accounts payable/receivable, check approvals, credit card allocations, and maintain extensive record-keeping and filing system for all invoices and contracts.
- Assist with annual audit, including collecting receipts and tracking of assets.
- Help to develop annual and month-by-month budgets, prepare monthly profit and loss statements, and track monthly variances from budget.
- Manage outside bookkeeper.
- Maintain accurate and continually updated database of vendors, sponsors, etc.
- Other financial duties as needed

BID Taxes

- Manage/update billing files both internally and in D.C.'s Office of Taxation and Revenue (OTR) online billing system.
- Liaison between the BID and OTR

- Track payments, penalties and interest, and tax sales

HR

- Prepare onboarding/offboarding packages for all new employees; assist with other HR needs, as necessary.
- Manage all benefits to include insurances, 401K tracking and true-up, and leave calculations.
- Create, update, and post job descriptions
- Maintain strict confidentiality of all HR files and issues.

Non-Benefits Insurance

- Manage application/compliance process for cyber, fiduciary, liability, fine arts, D&O, event, and property insurances
- Annually evaluate all BID insurance coverage and make recommendations for changes
- Track Certificates of Insurance (COI) from vendors/partners.

Facilities

- Manage relationship with property manager and building engineers.
- Point of contact for all repair/improvement requests.
- Manage facilities contracts, such as lease, copier contract, etc.

Other duties as needed

EXPERIENCE & QUALIFICATIONS:

Experience & Skills

- 7-10 years of experience in non-profit finance/administrative environment to include budget preparation and preparation/interpretation of financial statements.
- HR experience with benefits and staff transitions
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Strong written and verbal communication skills.
- Financial:
 - Experience with accounts payable/receivable. Comfortable with financial assignments.
 - Billing experience a plus
- Software:
 - Expert-level Excel skills.
 - QuickBooks experience in a business environment highly desirable.
 - Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point). Salesforce experience a plus.

Qualifications

- Proven ability to handle confidential information with discretion
- Be adaptable to various competing demands and demonstrate the highest level of stakeholder/donor service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be extremely effective independently.

- Demonstrate proactive problem-solving with strong decision-making capability: actively seek opportunities and propose solutions.
- Exceptional attention to detail.

EDUCATION:

- Bachelor's Degree required, preferably with a business degree. Accounting coursework or equivalent experience required

Work Expectations: Post-COVID, this position is based out of the BID's office on a daily basis during standard work hours. As a member focused position, in person presence is essential.

Apply:

Please submit the following by January 21, 2021:

- current resume
- cover letter that addresses your interest in and qualifications for the position and why you want to be a part of our team
- three references

To: "GT BID Assoc Dir of Finance and Admin Search" at search@capacitypartners.com.

Golden Triangle Business Improvement District provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.