

Associate Director for Finance and Administration

REPORTS TO:

Senior Director of Finance and Administration

COMPANY BACKGROUND:

[The Golden Triangle Business Improvement District \(BID\)](#) is a dynamic organization that is looking for talent to complement its existing team. As a key partner in enhancing the neighborhood and public space from the White House to Dupont Circle and 16th Street NW to 21st Street NW, the Golden Triangle BID works to enrich the neighborhood through its Ambassador cleaning program, public space improvements, economic development initiatives, promotions, and outdoor events.

Founded in 1997, the Golden Triangle neighborhood is made up of more than 34 million square feet of commercial office space, nearly 6,000 businesses including 500 restaurants and retailers, 11 hotels, and 6 U.S. National Parks. The vision of the Golden Triangle BID is to maintain a vibrant downtown that encourages reinvestment in the neighborhood, and keeps visitors and stakeholders engaged and returning to enjoy everything the Golden Triangle has to offer.

SUMMARY:

The Associate Director for Finance and Administration will support the internal functions of the Golden Triangle Business Improvement District in the areas of finance, human resources, and procurement. They will handle day-to-day financial functions and BID tax billing information; play a key role in the RFP, grants, and contracts administration processes; support the staff through a range of human resources services; and develop and maintain standard operating procedures, more efficient recordkeeping systems, and business protocols. They will also be responsible for compliance and regulatory reporting and insurance, and will assist with the budgeting process. The primary goal of the position is to create and support the orderly and efficient operation of the organization's internal functions, ensuring a productive environment for all BID staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

Financial Operations

- Manage the accounts payable and accounts receivable functions, ensuring accurate and timely payments, invoicing, and recording of transactions.
- Coordinate with outsourced accountant on all financial activities; provide information needed for monthly reconciliation and preparation of monthly financial statements
- Assist with preparation for the annual audit and single audits as needed.

- Prepare data on BID tax billing for semi-annual submission to the Office of Tax and Revenue; monitor reports on receipt of payments.
- Provide financial information in support of grants and contracts administration.
- Assist in preparation and ongoing tracking of annual budget.
- Manage timely filing of applications, documentation and reporting for business Insurance, licenses, and required regulatory filings
- Act as liaison with vendors and building management

Human Resources Administration

- Manage recruitment, participate in interview and selection process, and coordinate onboarding of new employees
- Serve as point of contact for employee benefit and retirement plans – manage enrollments and claims, respond to questions, liaison with vendors.
- Track and update employee leave accruals and act as timekeeper for any hourly employees as needed.
- Respond to compliance and regulatory information requirements such as workers compensation and unemployment claims
- Maintain and update complete personnel records on all employees; assist in researching and implementing transition to electronic human resources records and functions.
- Develop and update standard operating procedures as needed

Procurement

- Support Program Directors in procurement process to include: drafting RFPs, identifying potential bidders, and developing scoring matrix
- Manage and maintain calendaring of progress points and deadlines
- Schedule and attend final interviews and maintain documentation
- Establish electronic file structures and procedures to comply with procurement process and reporting requirements
- Institute and maintain protocols for grant documentation

Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required.
- Minimum seven years' experience in Finance, Human Resources and/or Administration, preferably in nonprofit, legal administration, local government, community development or related field.
- Must be detail-oriented, highly organized, with demonstrated track record of ACCURACY
- Flexibility and ability to work well under pressure and handle multiple priorities required.
- Clear written and verbal communication skills required.
- Understanding of basic financial statements and ability to accurately interpret financial information required.
- High level of discretion and respect for confidentiality required.

- Familiarity with and enthusiasm for, the city of Washington a strong plus
- Proficiency in Microsoft Office Suite, some experience with QuickBooks or similar required; familiarity with Salesforce a plus

We offer an excellent salary commensurate with experience, comprehensive benefits package, and hybrid in-person/remote scheduling. Convenient downtown location, easily accessible by all forms of public transportation, and surrounded by urban amenities.

Apply: Send cover letter and resume to jobs@goldentriangledc.com. Please note “Associate Director Finance & Administration” in subject line.

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.