



### **Office and Finance Manager**

Location: Capitol Riverfront, 1100 New Jersey Avenue, SE (across from Navy Yard Metro)

Status: Full Time, includes benefits

Hours: 8:30 am to 5:30 am

Start Date: Mid/Late-March

Career Level: Experienced (familiarity with small office needs, bookkeeping & accounting methods)

### **Company Description**

Established in July 2008, the Capitol Riverfront Business Improvement District is a public-private partnership and management organization dedicated to making the Capitol Riverfront clean, safe, friendly and vibrant. The BID works closely with developers, property managers, government agencies and local organizations to provide a higher level of service and environment to workers, residents and visitors to the area. The Capitol Riverfront is emerging as business center, residential neighborhood, retail & entertainment district, and park & waterfront destination alongside the new Nationals ballpark. Learn more at [www.capitolriverfront.org](http://www.capitolriverfront.org).

### **Job Description**

The position supports BID operations by maintaining office systems, monitoring finances and supporting staff/projects. Must have a customer service orientation, be detail oriented, highly organized, and have a willingness to learn and become fully engaged in BID activities and events.

### **Specific duties include, but are not limited to the following:**

- Maintains fast paced office environment by organizing and developing office systems
- Develops and maintains contact database system and central filing system
- Sends meeting announcements & follow-ups via e-mail and phone calls
- Corresponds with suppliers and vendors
- Prepares invoices for services, reviews incoming invoices against past payments, cuts checks
- Works with accounting firm to track receipt of operating funds from twice annual BID tax
- Participate in larger organization projects as they arise, including marketing and event support, meeting preparations, field visitors, handle deliveries/mail, etc

### **Qualifications**

- Strong attention to detail and accuracy in work
- Strong organization skills
- Professional business communication and interpersonal skills
- Ability to multitask and meet timelines
- Accountable, flexible, problem solver and enthusiastic with excellent initiative
- Proficiency with Excel, Outlook, Word and PowerPoint
- Experience with financial systems, bookkeeping and reporting (check requests, writing, QuickBooks)
- Ability to work well with people in a team environment
- Degree in business or non-profit administration, finance, accounting, or other related field

### **Benefits**

- Health Care (medical, dental, vision)
- Retirement
- Vacation
- Sick Days
- Competitive Salary (based on experience); range is \$40-50,000

If interested in this position, please send cover letter and resume with references to one of the following addresses: [michaelstevens@capitolriverfront.org](mailto:michaelstevens@capitolriverfront.org) or Capitol Riverfront BID; Attn: Office and Finance Manager Job Search; 1100 New Jersey Avenue, SE, Suite 1000; Washington, DC 20003.

No Phone calls please. The Capitol Riverfront BID is an equal opportunity employer.