



Capitol Riverfront BID Employee Job Description October, 2011

Job Title

Office Manager/Administrative Assistant

Reports To

BID Executive Director

Salary Range

\$40,000 - \$50,000 (depending on qualifications)

Job Description

The Office Manager/Administrative Assistant is responsible for the overall management of the Capitol Riverfront BID office functions including financial and accounting systems; monitoring the budget with the executive director; working with the BID accountants on preparation for the annual audit; ordering supplies and maintaining vendor contracts and equipment; maintaining the central filing system; administering BID employee benefits programs; staffing the office's front desk; and preparing the bi-monthly payroll. The office manager will be responsible for updating and maintaining information on BID tax parcels, as well as working with the BID's accountant to make sure the BID tax is issued on time and revenues are collected in conjunction with the Office of Tax and Revenue (OTR). The office manager also is responsible for writing the bi-monthly newsletter and assisting staff on planning for BID events as necessary. The approximate start date for this position is November 14th, 2011.

Job Requirements

- BA degree or higher in Accounting, Finance, HR, Business or other related field.
- 3-5 years experience with office managing, HR, and/or accounting.
- Knowledge and experience with accounting principles, bookkeeping and QuickBooks.
- Computer literate in MS Word, Excel, Adobe Photoshop and Outlook.
- 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.
- Strong writing, reading, listening and verbal communication skills.
- Good interpersonal and teamwork skills.
- Good writing and research skills; strong proof-reading skills.

Application Requirements and Deadline: Send cover letter, resume, three references, and salary requirements to the emailed listed below by October 31, 2011.

Email: claire@capitolriverfront.org

Re: Office Manager Application

Position will remain open until filled. The Capitol Riverfront BID is an equal opportunity employer and offers competitive benefits to employees. Our offices are located at 1100 New Jersey Avenue, SE on Metro's Green Line at the Navy Yard station.