



Golden Triangle Business Improvement District
Director for Finance and Administration
Washington, DC



[The Golden Triangle Business Improvement District \(BID\)](#) is a dynamic organization that is looking for a Director for Finance and Administration 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, 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.

The Position

The Director for Finance and Administration, reporting to the Vice President for Finance and Administration, will manage the BID's business operations in the areas of finance, administration, human resources, and procurement. They will handle day-to-day financial functions and BID tax billing information; manage the RFP, grants, and contracts administration processes; support the staff through a range of human resources services; and develop and maintain standard operating procedures and create 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 Director will also be the primary contact with the BID's outsourced accountants and auditors. The position's function is to create and support the orderly and efficient operation of the organization's internal functions, ensuring a productive environment for all BID staff.

Key Roles and Responsibilities

Financial Management

- With the BID's Vice President for Finance and Administration, direct the BID's financial management function in partnership with an outsourced accounting firm that provides bookkeeping, accounting, and reporting services.
- Manage the accounts payable and accounts receivable functions, ensuring accurate and timely payments, invoicing, and recording of transactions.
- Manage the annual audit and single audits, including coordination with outside accountants, preparation of required schedules, timeline management, and responding to requests for information.
- Prepare BID tax billing for semi-annual submission to the Office of Tax and Revenue; reconcile receipt of payments on an on-going basis; act as BID tax point of contact with property owners, managers, and others.
- Provide financial information in support of grants and contracts administration.
- Assist in preparation of the annual budget; manage budget tracking and variance testing monthly.
- Develop and manage the Financial Operations manual, processes, and procedures.

- Manage timely filing of applications, documentation and reporting for business insurance, licenses, and required regulatory filings.
- Manage relationships with vendors and building management as needed.

Human Resources Administration

- With the Vice President for Finance and Administration, oversee and resource HR Management systems and policies, including recruitment, participation in interview and selection processes, onboarding, and staff retention.
- Manage employee benefit and retirement plans including enrollments and claims, responding to questions, and liaising with vendors.
- Manage employee leave accruals and act as timekeeper for any hourly employees/contractors as needed.
- Respond to compliance and regulatory information requirements such as workers compensation and unemployment claims.
- Maintain and keep current complete personnel records on all employees; research and implement transition to electronic human resources records and functions.
- Develop and update standard operating procedures as needed, including Employee Manual.
- With the Executive Director and the Vice President for Finance and Administration, ensure organizational culture and employee relations are values-aligned. Embed an equity lens in all aspects of operations.

Business Operations and Procurement

- Business Operations
 - Assess, standardize, and adopt new organization-wide policies, procedures, operation and communication protocols that streamline processes, reduce redundancy, and increase staff productivity.
 - Review contracts and oversee insurance policies and relationships with insurance brokers.
 - Ensure technology systems, software, and CRM are cost-efficient, well-integrated, secured, and enable productivity. Train staff to adopt protocols and policies.
- 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 including events support and meetings as needed.

Experience and Attributes

- 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.
- Must be flexible and work well under pressure while handling multiple priorities.
- Must possess clear written and verbal communication skills.
- Experience with complex budgets and multiple funding streams required.

- Must understand basic financial statements, including those particular to non-profits, and be able to accurately interpret financial information.
- High level of discretion and respect for confidentiality required.
- Enthusiasm and passion for supporting a vibrant downtown.
- Understanding the intricacies of 501(c)3's and 501(c)6's preferred.
- Proficiency in Microsoft Office Suite, and professional experience with QuickBooks required, QuickBooks online preferred; familiarity with Salesforce a plus.

Base salary for this position is \$120,000. We offer a comprehensive benefits package, and hybrid in-person/remote scheduling. Our convenient downtown location is easily accessible by all forms of public transportation, and surrounded by urban amenities.

Application Process

Send a cover letter detailing your fit with the position's requirements and your chronological resume to GoldenTriangle@dragonflycentral.org . For other questions, please email Ginna Goodenow at ginna@dragonflycentral.org . Resume reviews begin immediately.

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.