



Job Title: Business Office Coordinator

Location: The Residence at Kenilworth Park, Washington, DC 20019

Reports To: Assistant Executive Director

Type: Full-time

Job Summary:

The Business Office Coordinator provides administrative and clerical support to the Assistant Executive Director in managing the community's business office functions. This role assists with daily tasks related to LIHTC recertification, accounts payable, accounts receivable, payroll/timecard entries, resident billing, and employee file maintenance. The Business Office Coordinator helps ensure that records are accurate, organized, and compliant while supporting the Assistant Executive Director in carrying out business office responsibilities.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Support the Assistant Executive Director with maintaining accurate resident data in business systems, including move-in information, demographic updates, and billing reconciliation.
- Support and assist Assistant Executive Director with Low Income Housing Tax Credit certification and recertification or income verification process outlined in the community.
- Assist with accounts receivable tasks such as preparing billing statements, posting receipts, entering payments, and tracking aging reports.
- Process accounts payable invoices, maintain vendor files, and support expense tracking as directed.
- Provide clerical support for payroll by collecting and verifying timecards, preparing entries, and assisting with timely submission to corporate.
- Assist with new hire paperwork, onboarding, and employee personnel file maintenance to ensure completeness and compliance with company, state, and federal standards.
- Maintain orderly and secure business office files, records, and work areas.
- Provide general administrative support to the Assistant Executive Director and Executive Director, including report preparation, data entry, and document organization.
- Assist with audits, month-end reporting, and other business office functions as requested.
- Support special projects, clerical tasks, and community needs as assigned.
- Perform other duties as directed.

Minimum Qualifications:

- Associate degree in Accounting, Business, or a related field and two years experience with Business Office functions; or an equivalent combination of education and experience.
- Working knowledge of Generally Accepted Accounting Principles.
- Working knowledge of Federal and State Employment Law.
- Able to clearly present information through the spoken word. Can accurately communicate, providing the necessary level of detail even under stressful or demanding conditions. Ensures a positive attitude and team orientation is exhibited in verbal and non-verbal communication.
- Proficient in using Microsoft Office.
- Possesses ability to use of office machines including fax, multiple phone line systems, copy machine, calculator.

Physical Demands:

- Physically able to move at least 20 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**To apply or refer a qualified applicant please send completed application and/or resume
esenegal@hallkeen.com**