

Wisteria View Housing

Title: Program Coordinator / Bookkeeper	Date Open: 1/27/25	Date Closed: Until filled
Location: Wisteria View Manor 1400 S. Main St., Seattle, WA	Reports to: Exec. Director	Shift: Mon – Fri, 8 AM – 5 PM (one hour unpaid lunch)
Status: Regular Full Time Employee (40 hours per week)	FLSA: Non exempt	Salary Range (Annual): \$55,000 - \$65,000
Company Program Description:	Wisteria View Housing develops, owns and operates affordable housing in Seattle, Washington. Wisteria View Manor is an 86 unit apartment building located in central Seattle which serves low income seniors and disabled individuals (HUD project based Section 8).	
Position Description:	Coordinate day-to-day operations and build strong administrative, financial and reporting systems for the organization. Supervise tenant relations and ensure compliance with funding sources and laws. Handle daily posting of financial transactions in Quickbooks including payroll & benefits processing, A/R, A/P, financial reporting and budgeting. Support property maintenance staff scheduling, procurement and record keeping. Provide general administrative support for staff.	
Essential Functions:	<p><u>Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Safety & Accident Prevention: Identify and address hazards. Follow and maintain safety rules, instruction/procedure manuals and training. 2. Supervise staff which may include Occupancy Specialist, Clerks, Janitor, Maintenance Technicians, or others. 3. Tenant relations and fostering a sense of community including responding to resident concerns. 4. Issue legal notices, including pursuit of eviction, after consultation with manager. 5. Apply training in conflict resolution, landlord/tenant law, Fair Housing and HUD program compliance. 6. Implement day-to-day accounting operations, with functional responsibility for accounting, accounts payable, accounts receivable and payroll. 7. Maintain proper accounting records and petty cash fund. 8. Accurately process financial transactions, paying invoices, payroll and taxes in a timely manner. 9. Produce accurate and complete financial, tax, benefits and Board of Directors reports and filings in a timely manner. 10. Provide information during the preparation of audited financial statements and all tax returns. 11. Oversee state charitable registration filings. 12. Monitor all rules and policies for compliance with all applicable laws and regulations. Maintain and update office and board policies and procedures. 13. Assist the Executive Director and staff with administrative tasks. 14. Maintain the organization's documents and filing system in an orderly & accessible manner, updating & maintaining records, double checking paperwork for accuracy & completeness, digitizing hard copies & storing them in an electronic database and/or file system. 15. Answer the phone, process USPS mail and respond to general email inquiries. 16. Maintain a clean and orderly workplace. 17. Assist in monitoring the building's Emergency Call System. Respond to alarms and emergencies as needed. 18. Assist tenants and other staff as needed. 19. Assist in training new staff. 20. Maintain confidentiality and security of tenant and business files in the office. 21. Other duties as assigned by the Executive Director. 	

<p>Job Requirements:</p>	<p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. High School diploma or GED. 2. Ability to assess emergency situations, prioritize needs, and respond. 3. Ability to read, write and verbally communicate in English, understand and follow instructions, procedures and regulations including government documentation. 4. Ability to accurately and quickly perform mathematical calculations (add, subtract, multiply, divide, fractions, percentages) and calculator skills. 5. Good verbal (in person and by phone), written (letters, memos, e-mail and text) and interpersonal skills. 6. Proficient in Quickbooks or other accounting software. 7. Three years of prior bookkeeping experience. 8. Proficiency in the use of spreadsheets, word processing, databases & email. 9. Good attention to detail. 10. Proven ability to organize and manage multiple priorities. 11. Proven ability to collaborate and work in groups. 12. Willingness and ability to support and uphold the mission, beliefs and values of Wisteria View Housing. 13. Strong multi-tasking abilities to handle competing deadlines. 14. Empathy for senior citizens and the disabled. 15. Customer service oriented. 16. Maintain composure in the presence of a language barrier. 17. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations. 18. Ability to lift up to 60 pounds and carry materials a distance of up to 150 feet. 19. Ability/availability to occasionally work weekends to cover vacation and/or sick days by other staff members. 20. Must pass criminal and sex offender background checks and drug screening. <p><u>Preferred Qualifications:</u></p> <ol style="list-style-type: none"> 21. AA or Bachelor's Degree 22. Two years of experience in property management, delivery of housing services or program/administrative duties commensurate with responsibilities outlined above. Basic knowledge of Landlord-Tenant regulations and Fair Housing. 23. Ability to speak & understand Mandarin and Cantonese (Taishanese is a plus) 24. Basic knowledge of first aid (current certification in first aid and CPR) <p><u>Substitute qualifications:</u></p> <ol style="list-style-type: none"> 25. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.
<p>Benefits:</p>	<p>Wisteria View Housing offers a generous benefits package including health, vision and dental plans, Health Savings Account, up to 3% employer retirement matching contributions on top of an employer contribution, vacation, paid holidays, and parental and health-related leave.</p>

Wisteria View Housing is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, ancestry, color, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status or any other characteristic protected by applicable federal, state or local laws. Wisteria View Housing is committed to providing a work environment free from discrimination and harassment.

Wisteria View Housing retains the right to change or assign other duties to this position. Please let us know if you need special accommodations to apply or interview for this position.

APPLICATION PROCEDURE

An application form is available on our website. Send application, resume and cover letter to HR@wisteriaview.org