

## Wisteria View Housing

<b>Title:</b> Program Coordinator / Bookkeeper	<b>Date Open:</b> 9/12/25	<b>Date Closed:</b> Until filled
<b>Location:</b> Wisteria View Manor 1400 S. Main St., Seattle, WA	<b>Reports to:</b> Exec. Director	<b>Shift:</b> Mon – Fri, 8 AM – 5 PM (one hour unpaid lunch)
<b>Status:</b> Regular Full Time Employee (40 hours per week)	<b>FLSA:</b> Non exempt	<b>Salary Range (Annual):</b> \$45,344 - \$60,320
<b>Company Program Description:</b>	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).	
<b>Position Description:</b>	Mission critical staff member responsible for administration, accounting, finance, strategy, cash flow and tenant management. This position is based in the on-site office at Wisteria View Manor. This person builds, maintains, coordinates and operates administrative, accounting, financial, budget & reporting, procurement and tenant file systems for the organization. Tenant relations and compliance with HUD Section 8 program and local laws are overseen by this person. The position includes daily posting of financial transactions in an accounting system including payroll & benefits processing, A/R, A/P, financial reporting and budgeting.	
<b>Essential Functions:</b>	<p><b><u>Duties and Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. Safety &amp; Accident Prevention: Identify and address hazards. Follow and maintain safety rules, instruction/procedure manuals and training.</li> <li>2. Maintain financial records, applying GAAP and HUD accounting concepts.</li> <li>3. Daily posting of financial transactions in Quickbooks.</li> <li>4. Accurate and timely payment of invoices, payroll and taxes.</li> <li>5. Prepare financial statements (monthly, quarterly &amp; year end), cash flow reports and budgets for management and required government, tax and benefit filings in a timely manner.</li> <li>6. Conduct month-end close processes, including coordination of bank and account reconciliations with corporate treasurer.</li> <li>7. Review vendor invoices for accuracy.</li> <li>8. Support preparation of audited financial statements and all tax returns.</li> <li>9. Oversee and review tenant rent collection &amp; processing.</li> <li>10. Review HUD tenant certifications and tenant assistance voucher submissions.</li> <li>11. Lead administrative staff (Occupancy Specialist, Clerks, Janitor, others).</li> <li>12. Oversee tenant relations. Foster a sense of community among tenants &amp; staff.</li> <li>13. Oversee preparation and review legal notices, including lease violations, termination of HUD assistance and tenant eviction.</li> <li>14. Maintain business licenses and state charitable registration including required reports/filings.</li> <li>15. Monitor and maintain company policies &amp; operations for compliance with applicable laws and regulations.</li> <li>16. Assist the Executive Director and staff with administrative tasks.</li> <li>17. Maintain the organization's documents and filing system in an orderly &amp; accessible manner, updating &amp; maintaining records, double checking paperwork for accuracy &amp; completeness, digitizing hard copies &amp; storing them in an electronic database and/or file system.</li> <li>18. Answer the phone, process USPS mail and respond to general email inquiries.</li> <li>19. Maintain a clean and orderly workplace.</li> <li>20. Assist in monitoring the building's Emergency Call System. Respond to alarms and emergencies as needed.</li> <li>21. Assist tenants and staff as needed.</li> <li>22. Maintain confidentiality and security of tenant and business files in the office.</li> <li>23. Other duties as assigned by the Executive Director.</li> </ol>	

<p><b>Job Requirements:</b></p>	<p><b><u>Minimum Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in business administration or a related field.</li> <li>2. Ability to assess emergency situations, prioritize needs, and respond.</li> <li>3. Ability to read, write and verbally communicate in English, understand and follow instructions, procedures and regulations including government documentation.</li> <li>4. Strong analytical, math, organizational, budgeting and problem-solving skills.</li> <li>5. Excellent communication abilities: verbal (in person and by phone), written (letters, memos, e-mail and text) and interpersonal skills.</li> <li>6. Ability to accurately maintain accounting transactions register/ledger</li> <li>7. Proficiency in the use of personal computer/laptop, spreadsheets, word processing, databases, email and on-line apps/services.</li> <li>8. Excellent attention to detail.</li> <li>9. Proven ability to organize and manage multiple priorities.</li> <li>10. Proven ability to collaborate and work in groups.</li> <li>11. Willingness and ability to support and uphold the mission, beliefs and values of Wisteria View Housing.</li> <li>12. Strong multi-tasking abilities to handle competing deadlines.</li> <li>13. Empathy for senior citizens and the disabled.</li> <li>14. Customer service oriented.</li> <li>15. Maintain composure in the presence of a language barrier.</li> <li>16. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.</li> <li>17. Ability to lift up to 50 pounds and carry materials a distance of up to 120 feet.</li> <li>18. Ability/availability to occasionally work weekends to cover vacation and/or sick days by other staff members.</li> <li>19. Must pass criminal and sex offender background checks and drug screening.</li> </ol> <p><b><u>Preferred Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>20. Bachelor's degree in accounting or finance.</li> <li>21. Two years of experience in property management, delivery of housing services or program/administrative duties commensurate with responsibilities outlined above.</li> <li>22. Working knowledge of landlord-tenant law, fair housing and employment laws.</li> <li>23. Proficient in Quickbooks or other accounting software.</li> <li>24. One year of prior bookkeeping experience.</li> <li>25. Ability to speak &amp; understand Mandarin and Cantonese (Taishanese is a plus)</li> <li>26. Ability to speak &amp; understand Spanish.</li> <li>27. Basic knowledge of first aid (current certification in first aid and CPR)</li> </ol> <p><b><u>Substitute qualifications:</u></b></p> <ol style="list-style-type: none"> <li>28. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.</li> </ol>
<p><b>Benefits:</b></p>	<p>Wisteria View Housing offers a generous benefits package including medical, vision and dental plans, Health Savings Account with employer contribution, up to 3% matching of employee retirement contributions on top of a 6% 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](mailto:HR@wisteriaview.org)