



Fiscal and Administrative Assistant

The Joint Legislative Audit and Review Commission (JLARC) is recruiting for a fiscal and administrative assistant. JLARC is a small state agency located in downtown Richmond, VA and is a respected organization that conducts in-depth nonpartisan public policy research to support the legislative decision-making process of the Virginia General Assembly.

JLARC's fiscal and administrative assistant will perform a variety of business support functions. This position reports directly to the Business Manager.

Duties include:

- Fiscal tasks such as processing invoice payments through the state's financial system ("Cardinal"); assisting with processing payroll through the state's payroll system ("CIPPS"); preparing and reconciling purchase card authorizations; and other fiscal tasks such as employee travel reimbursements, journal entries, deposit certificates, and purchase orders.
- Administrative and business tasks such as phone call routing, general e-mail routing, and performing reception tasks for visitors; administering the staff time allocation system; providing administrative support for monthly Commission meetings and annual staff recruiting; general filing and data entry; and assisting the Business Manager, Director, and research teams as needed.

Applicants must be well organized, detail oriented, able to prioritize among tasks; and able to use financial and human resource management software. Applicants must demonstrate the ability to complete time-sensitive tasks, be flexible, initiative, and possess good interpersonal skills. Applicants must be proficient in Microsoft Word and Excel. Stronger applicants will have experience with basic accounting, knowledge of Virginia's financial, payroll and human resource systems, and understand general agency operations, and state agency fiscal policies and procedures.

Applicants should have at least two years of higher education (Accounting/Business preferred) and at least three years of relevant experience, or a high school diploma and at least five years of relevant experience.

Compensation will include salary and benefits. Salary will be in the high-\$30K to low-\$40K. Benefits include health insurance, retirement plan, plus annual and sick leave, which are collectively valued at \$10K to more than \$20K, depending on health plan selected.

Applications will be accepted until position is filled. To apply for this position, email a cover letter, resume, salary history and three business references to: jlarc.jobs@jlarc.virginia.gov.

Please include "JLARC Fiscal Assistant" in the subject line of your email. Visit <http://jlarc.virginia.gov/about.asp> for information. JLARC is an Equal Opportunity Employer.