



Business Manager

The Joint Legislative Audit and Review Commission (JLARC) is recruiting for its business manager. JLARC is a state government agency that conducts nonpartisan public policy research to inform the decision-making of the Virginia General Assembly. JLARC employs about 30 non-partisan staff and has an annual budget of \$4.0–4.5 million. The agency is located in Richmond, Virginia.

JLARC's business manager is responsible for all fiscal, human resources, and administrative functions of the agency. Major responsibilities are managing or coordinating: annual budget development and administration; payments and purchasing; staff payroll; staff recruiting, hiring, and benefits assistance; staff performance evaluation and compensation; and office operations.

The business manager also serves as a clerk at legislative Commission meetings and interacts with elected officials and their staff, senior agency officials, JLARC staff, and the public. The position reports to the agency director.

Applicants must be organized and pay attention to detail; prioritize numerous tasks in a wide range of areas; use multiple financial and human resources management software applications; and maintain agency records. Applicants should be able to succeed with minimal direction or supervision.

Applicants must have at least a bachelor's degree in accounting, finance, business administration, or related disciplines; and at least three years of relevant work experience.

The position will receive a competitive salary commensurate with education and experience. In addition, the position will receive a generous benefits package including health insurance, a retirement plan, and annual and sick leave, and some flexibility of schedule and work hours.

Applications will be accepted until position is filled. The applicant would ideally begin employment in the spring or early summer 2018.

To apply for this position, email a letter, resume, and three references to: jlarc.jobs@jlarc.virginia.gov. Please include "JLARC Business Manager" in the subject line of your email.

More information about our agency is available at <http://jlarc.virginia.gov/about.asp>. JLARC is an equal opportunity employer.