

Business Manager
Position # 00197
Hiring Range: \$32954 -\$40,000
Application Deadline: 06/10/2011

Fulltime classified position that performs a combination of duties in accounting with an emphasis on strong computer skills in various software, analysis, reconciliation, and grants management and financial reporting. Duties include: revenue, reconciliation of agency revenue and expenditure records to CARS (State accounting system), preparation of yearly and monthly financial statements and varied financial report preparation, and other accounting related duties. Maintains knowledge of the State's Accounting Systems and prepares and implements the agency's Indirect Cost Plan. This position administers federal and other grants to include submission of proposals and grant applications, preparing detailed grant budgets, monitoring grant awards, revenue, reimbursements, matching, contractual agreements, preparing any financial reports and analyzing progress reports necessary for compliance, and maintenance of complete grant files. Incumbent will use Access and Excel proficiently on a daily basis to perform these duties.

Must have knowledge and experience in GAAP, budgeting, financial and narrative report preparation; demonstrated experience in automated systems to include use and development of spreadsheets and databases and analytical task; a working knowledge of Microsoft Office 2007 (Word, Excel, and Access); excellent oral and written communication skills; recent experience in CARS and FINDS preferred. Ideal candidate should have knowledge and experience in Accounting process and procedures; the total grants management process to include; submission, reporting, accounting, and cash management. Must be a self starter, able to analyze and audit processes, and resolve issues. Candidates should have high school education or the equivalent with further studies, or equivalent work experience, in accounting and/or business. Prefer degree in Business or Accounting.

WORK LOCATION: 2600 Washington Ave., Newport News VA

A COMPLETED STATE APPLICATION FORM 10-012 IS REQUIRED AND IS AVAILABLE AT OUR WEBSITE <http://www.mrc.virginia.gov> (NO FAXED APPLICATIONS WILL BE ACCEPTED)

Interested persons should submit application to:

Marine Resources Commission
Director, Human Resources
2600 Washington Avenue
3rd Floor
Newport News, VA 23607

EOE

MINORITIES AND VETERANS ARE ENCOURAGED TO APPLY