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#### Description

**Job Title** Business Manager  
**Location** Henrico, VA, US  
**Organization Name** County of Henrico Department of General Services  
**About Us**

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

#### General Statement of Duties

Closing Date: This position closes on Monday, March 27, 2023.

Manages the financial, office automation and office support staff function of an agency and serves as a member of the agency's management team; does related work as required.

#### Essential Duties

Considerable knowledge of administrative practices and procedures; considerable knowledge of research and accounting procedures; considerable knowledge of office automation; ability to effectively interface between the agency and Information Technology; ability to prepare detailed financial, statistical and narrative reports; ability to effectively supervise; ability to speak effectively and persuasively before large groups as well as to individuals; ability to establish and maintain effective working relationships with employees and the public; tact; initiative; good judgement.

- Manages all agencies general fund accounting functions for 8 divisions including oversight of the financial team and County switchboard operation.
- Monitor, review and approve for payment accounts payable invoices in Oracle financials for general fund and all general government non-school electricity accounts. Ensures invoices coding, approvals, and backup are accurate and in compliance with County procedures and audit standards.
- Oversee and monitor all activity on the GS Listing (department small purchase order list). Reports status of expenditure and trends, outreaches to staff and vendors for missing information.
- Communicate and collaborate with vendors to ensure smooth processing of invoices by establishing guidelines on the expectation of submitting invoices with the proper documentation and identifiers (Work order #, GS# or PO Extension). Work with Finance on getting new vendors set up with credit applications, etc.
- Supervises agency bi-weekly payroll to ensure compliance with time reporting with department and County policies; provides biweekly reporting summary to management and special reporting on time reporting as needed. Oversees new hires, terminations, and other HR paperwork.
- Serves as the Recruitment Coordinator for Administration, Buildings and Grounds, Security, Capital, Café and Support Services.
- Assists in capital improvement process; serves as back up to all accounting functions for capital project payments; reconciles projects to general ledger and reports information.
- Oversees cafeteria daily settlement process includes reconciling sales, sales, and meals taxes, depositing funds and reporting on metrics and billing for catered operations. Compile and submit monthly meals tax remittance.
- Reviews department purchase requisitions for the general fund and capital project purchases. Review ensures compliance with purchasing rules and regulations and other metrics.
- Maintains and keeps up to date department desk procedures on how to do tasks. These are maintained in conformance with County policies and procedures ensuring proper internal controls and segregation of duties.
- Ability to perform reconciliations to the general ledger; generate journal entries for adjustments; assists in processing agency accruals between fiscal years; assists in quarterly building reimbursements and risk claims processes; and tracking costs for over 100 facilities maintained.
- Ability to multitask in a fast-paced environment; independently make financial decisions; knowledgeable on internal controls and segregation of duties to maintain proper structure; strong accounting background, accuracy, and attention to detail necessary.
- Serves as acting Senior Controller, in their absence.

#### Minimum Qualifications

Possession of a bachelor's degree in business, public administration or accounting, and three (3) years of accounting, financial management or related experience, preferably including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

#### Additional Information

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

#### How To Apply

Closing Date: This position closes on Monday, March 27, 2023.

You apply for positions with Henrico County general government through our online applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal though <https://henrico.us/services/jobs> or click on the Jobs link in the upper right-hand corner of our main County page at <https://henrico.us>.

**Minimum Salary** 64267  
**Maximum Salary** 118223  
**Currency** USD  
**Main Organization** General Government  
                           General Government  
**Employment Status** Permanent Fulltime  
                           Permanent Full-time  
**Amount of Travel**  
                           Work At Home

**Documents**

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