



Business Manager

Reports to President/CEO

Member of Administration Team

Deadline for response – August 10, 2010

Position Description

The business manager has primary responsibility for managing the agency's accounting and financial systems, and for reporting on the financial results of operations. The manager is responsible for ensuring that company resources are managed and allocated wisely.

Projected Work Schedule

The position is a full-time position, offered with benefits including paid leave time and partially paid health insurance coverage.

Primary Responsibilities

- Manage accounting functions and cash flow
- Report on financial results of operations
- Manage human resource function
- Manage general office operations
- Develop the skills of the administrative services team
- Ensure administrative services team upholds the Love & Company values
- Support the President as required

Detailed Responsibilities

- **Manage accounting functions and cash flow**
 - Oversee all invoicing, accounts receivable, accounts payable and the production of monthly financial statements
 - Work with the client services team to project and manage workload and workflow issues
 - Manage firm's cash resources
- **Report on financial results of operations**
 - Produce timely internal financial statements that reflect operational activity
 - Produce timely and accurate projections for future operations
 - Complete successful and timely month end close procedure
- **Manage human resource function**
 - Manage relationship with professional hr organization
 - Coordinate all recruiting and hiring efforts
 - Oversee all employee benefits
 - Oversee employee review, evaluation and development processes
 - Identify and address internal HR conflicts and issues

153-D West Patrick Street

Frederick, Maryland 21701

301-663-1239

fax 301-663-1553

www.loveandcompany.com

- **Manage general office operations**
 - Manage office technology; including computers, software, networks and other technological resources
 - Manage other office operational functions

- **Develop the skills of the administrative services team**
 - Create individual development plans for each team member
 - Set quarterly goals for staff development efforts
 - Meet with each team member quarterly to review overall performance and achievement of development goals

- **Support the president as required**
 - Meet with external vendors and consultants, as directed by president
 - Complete special projects as directed by president
 - Assist with preparation of annual business plan and budget

Qualifications

The successful applicant will have a degree in accounting or a related field. The candidate will also have a minimum of five years experience in a similar position. CPA certification is preferred, but not required

Compensation and Benefits

Compensation will be commensurate with the candidate's qualifications and experience and it is expected to range from \$45,000 to \$60,000. Paid leave time will be provided; health insurance will be available at a subsidized cost; other benefits are offered in line with the Company's policy for full time employees

How to Apply

To apply, please send us:

- A cover letter explaining your interest in the position, the strengths and benefits you can bring to us, as well as details on your related experience
- Resume
- Recent salary history and salary requirements

Please submit the materials to:

CFO
Love & Company Inc.
153D West Patrick St
Frederick, MD 21701

Or to hr@loveandcompany.com

Deadline is August 10, 2010 -- Thank you for your interest!