



**The Institute for the Psychological Sciences** has an immediate opening for a Business Manager. Under general supervision, manages and coordinates the business operations of a Catholic higher education institution with responsibility for multiple fiscal sub-units and functions, which include budget preparation and control, human resources administration, accounts payable, accounts receivable, contract and grant accounting, book keeping, cashiering, facility operations, and procurement.

This position requires the ability to balance and manage multiple deadlines and priorities. Applicants must have a Masters Degree and at least one year related experience or equivalent combination of education and experience. Knowledge of accounting software (pref. QuickBooks) is required. Interested candidates should forward a cover letter with salary requirements and resume to: IPS, Attn: Human Resources, 2001 Jefferson Davis Highway, Suite 511, Arlington, VA 22202; fax (703) 416-8588; email: [hr@ipsciences.edu](mailto:hr@ipsciences.edu)