



Assistant Chief Financial Officer

Leadership Profile

October 2025



Position Summary

The Assistant Chief Financial Officer (Assistant CFO) works closely with the CFO to ensure sound fiscal stewardship, compliance with fund accounting standards, and long-term financial sustainability of the foundation. This individual is responsible for overseeing day-to-day financial operations, financial reporting, and compliance matters.

Supervisory Responsibilities

- Directly manage Associate Director of Treasury & Investment Accounting, Senior Accountant, Associate Director of Financial Management and the Accounting Administrative Assistant.
- Oversight of the Accounts Payable and Accounts Receivable functions, with the active support and collaboration of the Associate Director of Financial Management.



About the MCV Foundation

The mission of the Medical College of Virginia Foundation (MCV Foundation) is to support and foster VCU Health and VCU Health Sciences through philanthropy, stewardship, innovation, communications, and collaboration. Since 1949, the MCV Foundation has supported the MCV Campus, a nationally recognized urban academic health system in downtown Richmond, Virginia.

The MCV Foundation currently manages more than 2,000 funds and \$1 billion in total assets to ensure that VCU Health and VCU Health Sciences remain at the forefront of excellence and innovation in patient care, education and research.

Purpose

We believe in educating the next generation of healthcare leaders, uncovering lifesaving treatments and cures, and providing the best possible care for all who need it

Mission

To support and foster VCU Health and VCU Health Sciences through philanthropy, stewardship, innovation, communications, and collaboration.

Vision

To be the most impactful academic health foundation improving health throughout Virginia and around the world.

MCV Foundation Partners at VCU Health and VCU Health Sciences

VCU College of Health Professions
VCU School of Dentistry
VCU School of Medicine
VCU School of Nursing
VCU School of Pharmacy
VCU School of Public Health
VCU Massey Comprehensive Cancer Center
VCU Health hospitals and clinics across Central Virginia

For more information about the foundation's programs and impact, visit

www.mcvfoundation.org/Impact2024.

About the MCV Campus and how the finance team works with partners

The MCV Foundation works with more than 400 fiscal administrators and development officers across VCU Health Sciences and VCU Health, helping deans, directors, research teams and care providers utilize philanthropic funds based on donor designations.

The foundation's finance team continues to improve and refine financial systems and business processes to facilitate transparency and increase the speed and accuracy of financial data provided to donors and institutional staff.

The team also works closely with external investment firms to manage current-use and endowment funds. As a result, the foundation's investment returns consistently rank in the top quartile nationally and outpace benchmarks. This strong performance strengthens the power and impact of donor contributions and grows the spending power of funds held on behalf of VCU Health Sciences and VCU Health.

VCU Medical Center (FY24)

- 42,260 inpatient discharges
- 110,231 emergency department visits
- 1,080,313 outpatient visits
- 30,989 total surgeries

VCU Health Sciences Enrollment (2024-2025)

- 1,299 College of Health Professions
- 509 School of Dentistry
- 1,039 School of Medicine
- 971 School of Nursing
- 400 School of Pharmacy
- 117 School of Public Health



Key Responsibilities

- **Financial Management**
 - Oversee all aspects of financial management, including budgeting, forecasting, and cash flow management.
 - Develop and implement financial policies, procedures, and internal controls to safeguard the foundation's assets.
 - Assist in the preparation and presentation of financial statements, dashboards, and reports for the Board of Trustees, Finance & Audit Committee, Investment Committee and executive leadership.
 - Monitor financial performance for historical variances and key indicators of organization health.
- **Strategic Support & Planning**
 - Collaborate with the CFO to develop and monitor multi-year financial models, forecasts, and long-term plans.
 - Evaluate financial performance and provide insights to support strategic decision-making and risk mitigation.
- **Accounting and Reporting**
 - Lead the preparation of accurate and timely financial statements, ensuring compliance with generally accepted accounting principles (GAAP) and nonprofit accounting standards.
 - Manage the month-end and year-end closing processes, reconciliations, and journal entries.
 - Provide regular financial reports with analysis to the Vice President for Finance and Administration & Chief Financial Officer
- **External Audit**
 - Lead annual external audit preparation, liaising with auditors, and ensuring timely and clean audit results.
 - Monitor internal controls and ensure compliance with GAAP, FASB standards for non-profits, IRS regulations, and all relevant funder or grantor requirements.
 - Manage audit schedule and direct team to complete interim and year end audit work, to meet deadlines for VCU Controller's office reporting.
 - Communicate methodologies and documentation of complex accounting projects to audit staff and partners.
- **Project Management**
 - Oversee the transformation of the foundation's financial systems and hardware, to update technology, improve transactional efficiency and organizational effectiveness.
 - Lead the scheduling and communication of upgrades and process improvements for the Finance team and the organization, where affected.
 - Develop a project plan to guide projects to be completed on time and within budgets.
 - Assign project team members to manage deliverables, according to the plan.
- **Budgeting and Planning**
 - Collaborate with budget managers and department heads to develop and monitor operation budgets.

- Participate in the annual budgeting process, providing financial analysis and recommendations to align budget priorities with strategic goals.
- Prepare detailed budget plan by operational area and summary for executive leadership.
- **Compliance and Regulatory**
 - Ensure compliance with all federal, state, and local tax and reporting requirements, including IRS Form 990.
 - Stay informed about changes in nonprofit accounting regulations and recommend adjustments to policies and practices as necessary.
- **Finance Liaison**
 - Build and maintain relationships with external partners such as, external auditors, VCU Development and Alumni Relations, VCU school and departmental business offices, VCU Controller's office and VCUH campus leadership.
 - Serve as a point of contact for inquiries related to audit, reporting and campus financial relations.
- **Team Leadership and Development**
 - Supervise a team of finance professionals, fostering a culture of accountability, professional growth, and service orientation.
 - Provide guidance and training to staff and stakeholders on financial policies, procedures, and fund accounting principles.
 - Provide backup support to Investment & Treasury and Financial Systems & Reporting staff during absences, including payroll, banking and finance systems.
- **Collaboration and Communication**
 - Partner with development and communications teams to ensure financial alignment with mission and strategic plan objectives.
 - Serve as a financial resource to leadership team, assisting with budgets and donor fund management.
- Other duties and responsibilities as assigned by the CFO or President and CEO.



Required Skills and Abilities

- Minimum 8–10 years of progressive accounting and financial management experience, including at least 3 years in a non-profit environment
- Strong expertise in non-profit fund accounting – higher education financial management experience is a plus
- Experience with financial reporting to boards and senior executives
- Demonstrated ability to lead and manage finance teams
- Strong understanding of GAAP and nonprofit accounting principles.
- Proficiency in financial software and financial systems administration; experience with accounting software and business process analysis is essential.
- Excellent analytical skills, attention to detail, and accuracy in financial record-keeping.
- Strong computer skills including Microsoft Office with advanced knowledge of Excel.
- Excellent communication and interpersonal skills, with the ability to convey financial concepts to non-financial stakeholders.
- Strategic thinking and problem-solving abilities, with a focus on data-driven decision-making.
- Ability to work effectively with team members at all levels of the organization.
- Ability to think critically, manage multiple projects, and function well in a team environment.
- Ability to work independently, prioritize workload and work well under tight deadlines.
- High integrity, discretion, and a strong commitment to the mission of non-profit service
- Collaborative leader with the ability to work cross-functionally

Education and Experience

- Bachelor's degree in finance, accounting, business administration, or a related field; CPA required and master's degree in accounting, finance, business administration, or related field preferred.
- At least 10+ years in financial leadership roles, preferably within non-profit organizations.
- Strong understanding of non-profit financial management, including fund accounting, endowment and investment accounting and non-profit regulatory compliance.
- Familiarity with ERP systems, financial systems and fundraising/CRM systems used in large foundations (e.g., SAP, Blackbaud, Oracle)



About Richmond

Whether you are passionate about history, arts, gardens, antiques, fine dining, outdoor recreation, theme parks, or NASCAR, there's something for every taste in the Historic Richmond Region.

Richmond offers a wide range of cultural attractions. One of the finest museums in the Southeast, the Virginia Museum of Fine Arts, features collections from Europe, the Far East, and America. Other major museums include the Science Museum of Virginia, the Children's Museum, the Edgar Allen Poe Museum, the Valentine Museum and the American Civil War Museum at Historic Tredegar.

Musical entertainment is varied with the Richmond Symphony and the Virginia Opera Association representing just a few of the numerous organizations presenting regular productions to the community. The region also hosts a number of touring Broadway musicals and other guest performances to complement local organizations. The Richmond Ballet and the Concert Ballet of Virginia add to the diversity in the performing arts.

Thousands of acres of parks and recreational facilities are available for both indoor and outdoor enthusiasts. The region is home to fourteen public and eighteen private golf courses.

The James and Appomattox Rivers provide an excellent opportunity for water sports including swimming, boating, canoeing, water skiing, and fishing. The James River is a major recreational resource for the community. Over 10,700 acres of park land runs along both sides of the river.

Source: Virginia.org



MCV Foundation offers a competitive total compensation package. All interested candidates should send their resume and a cover letter to recruiting@mcvfoundation.org.

The MCV Foundation is an equal opportunity employer. Qualified applicants will be considered without regard to race, traits historically associated with race, color, physical or mental disability, medical condition, age (40 or older), marital status, religion/creed, national origin or citizenship, political activity or affiliation, veteran status, military status, genetic information, sexual orientation, sex or gender (which gender identity or expression, pregnancy, childbirth or related medical conditions), taking or requesting statutorily protected leave, or any other basis prohibited by law.

