

The MCV Foundation seeks an Assistant Controller to join its Finance team.

ABOUT THE MCV FOUNDATION:

The MCV Foundation was established in 1949 to inspire and steward philanthropy that supports VCU's five health sciences schools (College of Health Professions; schools of Dentistry, Medicine, Nursing and Pharmacy), VCU Massey Cancer Center and VCU Medical Center. The Foundation currently manages more than \$500 million in assets to ensure the MCV Campus remains at the forefront of excellence and innovation in patient care, research and education.

The MCV Campus is a major urban academic medical center serving Central Virginia and beyond. Through its 1,500 funds, the MCV Foundation provides scholarships, professorships, chairs and research funds to support the lifesaving work occurring here every day. These funds allow VCU students, doctors and researchers to be on the cutting edge of healthcare delivery, offering patients the most exciting treatments and medical technology available. To learn more, visit www.MCVFoundation.org.

POSITION: Assistant Controller

CLASSIFICATION: Exempt

LOCATION: Richmond, Virginia

REPORTS TO: Controller

POSITION SUMMARY:

Reporting to the Controller, the Assistant Controller will be a key addition to the current Finance and Administration team. The Assistant Controller will be responsible for all Investment accounting for the organization. The MCV Foundation is poised to double in asset size over the next 5-10 years through contributions and investment growth. They expect to achieve this goal in part by continuing to partner with best in class investment managers, by being a leader in foundation management/operations and by providing the highest levels of client service to their campus partners. Additionally, the Assistant Controller will be integral in continued technology implementation and process improvement projects.

Specifically, the Assistant Controller will be responsible for:

Daily/Weekly

- Maintain General Ledger, including posting payroll and other entries as required.
- Perform bi-monthly Payroll process with Payroll vendor.
- Maintain schedule and documentation of investment funding transactions.
- Administer Financial Edge user and project security for MCVF Reporting and WebInvoicing.
- Assist campus partners with questions that may arise on fund transactions and balances.

Monthly/Quarterly

- Perform Investment accounting for Current and Endowment Funds.
- Prepare Investment roll-forward reports.
- Prepare bank reconciliations for multiple bank and investment accounts.
- Administer benefits and insurance with HR Consultant.
- Prepare unitization calculations and upload to reporting website.

Annually

- Assist with the annual independent audit and preparation of Form 990.
- Assist with budget preparation, review budget proposals, and prepare necessary supporting documentation and justification for proposed budgets.

Other Duties & Responsibilities

- Assist with technology implementation and process improvement projects.
- Assist with special projects as needed.
- Perform other duties as assigned by Controller.

KEY REQUIREMENTS:

The successful candidate will be an accomplished finance and accounting professional with a minimum of 8 years of experience. S/he will have prior experience serving a Foundation or non-profit organization with an understanding of fund accounting, GAAP, FASB, GAAS and internal control requirements standards of non-profits.

Other key requirements include:

- Bachelor's degree from an accredited institution in finance, accounting or business administration or its substantial equivalent.
- Professional financial credential, or eligible candidate (CPA, CMA or it's substantial equivalent).
- 8+ years of professional experience.
- A proactive, hands-on strategic thinker who will assist the Controller in the responsibility for finance.
- Experience in BlackBaud's Financial Edge product a plus.
- Ability to work with all levels of management.
- Keen analytical, organizational and problem-solving skills which allow for strategic data interpretation versus simple reporting.
- Able to manage multiple priorities and workflows.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proven business acumen skills

- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Must be highly proficient in Microsoft Excel.

COMPENSATION:

A strong compensation and benefits package will be provided to attract outstanding candidates.

TO APPLY, PLEASE SEND RESUME TO:

Julie Woodward

Controller

Julie.Woodward@vcuhealth.org