

POSITION TITLE: Staff Accountant – Accounts Payable

DEPARTMENT: Financial Management

REPORTS TO: Assistant Controller

ORGANIZATION INFORMATION:

The mission of the Medical College of Virginia Foundation (“MCV Foundation”) is to inspire and steward philanthropic resources to our MCV Campus partners at VCU Health. Since 1949, MCV Foundation has supported the MCV Campus, a nationally recognized urban academic health center in downtown Richmond.

The MCV Foundation’s campus partners include: VCU College of Health Professions, VCU School of Dentistry, VCU School of Medicine, VCU School of Nursing, VCU School of Pharmacy, VCU Massey Cancer Center and VCU Medical Center. The MCV Foundation currently manages more than \$600 million in assets to ensure that the VCU Health Sciences Campus remains at the forefront of excellence and innovation in patient care, education and research.

POSITION SUMMARY:

The Staff Accountant for Accounts Payable is an integral part of the finance team responsible for reviewing invoice requests from campus and inputting information into the Foundation’s accounting software; processing weekly check runs and wire reports, researching and problem-solving campus requests; and completing other projects as assigned.

DUTIES:

- Review electronic invoice requests in the WebInvoicing portal from VCUH campus for fund purpose, available balance and appropriate approvals.
- Process Foundation operations accounts payable invoices for payment.
- Run weekly checks, route for signature and payment distribution.
- Compile weekly wire report for VCU Cashier’s office payments.
- Set up and maintain vendors in the AP system.
- Process staff credit card expense statements.
- Scan and attach hardcopy files into financial database.
- Process 1099’s annually
- Assist with tasks during the financial statement audit.
- Assist with special projects and other duties as assigned.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

The successful candidate will be an experienced financial professional with 2-5 years of professional work experience in an accounting or financial management setting. A bachelor's degree in accounting, finance or business management is required. An associate's degree with at least 4 years of professional work experience may be substituted for the bachelor's degree requirement.

Other key requirements include:

- Strong organizational skills and attention to detail.
- Working knowledge of a database software system.
- Strong computer skills including Microsoft Office with advanced knowledge of Excel.
- 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 prioritize workload and work well under tight deadlines.