

POSITION TITLE: Staff Accountant – Accounts Payable

DEPARTMENT: Financial Management

REPORTS TO: Accounting Manager

ORGANIZATION INFORMATION:

The Medical College of Virginia Foundation inspires, seeks, secures and stewards philanthropic resources for VCU Health. We are built on the belief that when we have our health, we have the building blocks for a wonderful, joyful life.

Since 1949, we have supported the MCV Campus, which is now home to VCU Health, a nationally recognized academic health system anchored in downtown Richmond with satellite locations across the region. As the top safety net hospital in Virginia, VCU Health works to ensure that everyone, regardless of circumstances, has access to the best care.

Through fundraising, stewardship and communications, the MCV Foundation serves as a resource and partner for seven academic and health care entities at VCU Health: 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 and its affiliated hospitals and clinics.

POSITION SUMMARY:

The Staff Accountant for Accounts Payable is an integral part of the finance team. Responsibilities include 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 received from campus partners. Research and ensure that the expenditure is appropriate to the fund purpose, funds are available and appropriate approvals are obtained.
- Provide exceptional customer support to a broad customer base across the MCV campus.
- 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 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.
- Strong communication skills and ability to navigate departmental hierarchies.
- 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.

EQUAL OPPORTUNITY EMPLOYMENT COMMISSION STATEMENT

MCV Foundation does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.