

POSITION TITLE: Staff Accountant - Gifts and Accounts Receivable

DEPARTMENT: Financial Management

REPORTS TO: Gifts Administration Manager

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 Gifts and Accounts Receivable is an integral part of the finance team responsible for recording gift and pledge information in the Foundation’s accounting software; creating and approving journal entries, creating queries and producing various reports; performing month-end closing and reconciliations; researching and problem solving; and completing other projects as assigned.

DUTIES:

- Gift processing and reconciliation, including analyzing and accurately posting gifts and pledges to the proper funds(s) according to donor designation, adding appropriate coding for the benefit of reporting needs.
- Identify and research discrepancies between CRM database and accounting software using critical thinking and problem-solving skills.
- Combine information from multiple sources for reporting to various entities across MCV and VCU campuses.
- Create custom reports and queries in Financial Edge for exporting to Excel.
- Use VLOOKUP and other advanced formulas in Excel and manipulate data for import into Financial Edge.
- Reconciles and performs gift, pledge and general ledger adjustments.
- Organizes, coordinates, and maintains the integrity of digital filing system.
- Provides support with database maintenance, including review and clean-up, data imports and other projects as assigned
- Corresponds with internal and external customers regarding gift and pledge questions to ensure gifts and pledges are posted to correct designation, referring to management as appropriate.

- Prepares giving/pledge verification letters, pulls reports and provides documentation for external audit
- Other duties and responsibilities as assigned per the organization's needs.

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.