

Accounting Administrative Intern Job Opening

Organizational Information:

The mission of the Medical College of Virginia Foundation (“MCV Foundation”) is to inspire, seek, secure and steward philanthropic resources for 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 School of Population Health, VCU Massey Comprehensive Cancer Center and VCU Medical Center. The MCV Foundation currently manages more than \$900 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.

Job Summary:

The Accounting Administrative Intern will report to the Controller to support the administrative functions of the finance team and work closely with the Treasury and Investment Administrator. This is a paid, full-time, one-year position (October 2024-September 2025) which requires a highly organized and independent worker who can manage multiple tasks efficiently. The intern will be responsible for administrative tasks to include managing document scans and filings, organizing electronic documents, and assisting with scheduling meetings and meeting logistics.

Duties/Responsibilities:

- **Document Management:** Scan, file, and organize physical and electronic documents. Maintain an efficient and accessible filing system.
- **Electronic Document Organization:** Ensure all electronic documents are properly named, categorized, and stored in the foundation's document management system.
- **Scheduling and Logistics Coordination:** Coordinate and schedule meetings for the finance team with outside vendors and consultants. Manage calendars and ensure all necessary arrangements are made, including booking meeting rooms and setting up virtual meetings. Arrange catering, prepare meeting materials and reports for finance team meetings and events.
- **Other projects and duties as assigned.**

Required Skills/Abilities:

- Strong organizational skills with attention to detail.
- Ability to work independently and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent verbal and written communication skills.
- Experience with document management systems is a plus.
- Passion for the non-profit sector and alignment with our mission.

Education and Experience:

- Currently pursuing a degree in Project Management, Accounting, Finance, Business Administration, or a related field preferred.

This full-time, hourly, non-exempt position is located in our offices in Richmond, Virginia. The Foundation offers a very competitive total compensation and benefits package.

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.

Please send your resume and/or cover letter to Sara Curry, our Director of Human Resources, at sara.curry@vcuhealth.org for consideration.