

Accounting 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.

Position Summary:

The Accounting Intern will report to the Controller and support the finance department in maintaining accurate financial records, preparing reports, and ensuring compliance with financial policies and procedures. This role will work closely with the Accounting Manager for accounts payable and receivable. This is a one-year, full-time, paid position (October 2024-September 2025) designed for an intern who wants to gain hands-on experience in non-profit accounting and contribute to our mission.

Duties/Responsibilities:

- Support accounts payable and receivable, ensuring timely and accurate entries.
- Manage ACH processing and vendor setup.
- Process operational invoices and WebInvoicing.
- Perform daily gift imports.
- Export data using SAP Concur.
- Assist with bank reconciliation.
- Enter journal entries (JEs).
- Ensure compliance with federal, state, and local financial regulations.
- Support other administrative tasks as needed within the finance department.

Required Skills/Abilities:

- Desire to learn and grow within the accounting field.
- Some understanding of accounting principles and financial regulations.
- Proficiency in Microsoft Office, particularly Excel.
- Experience with accounting software a plus.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to multitask and prioritize work effectively.
- Effective communication and interpersonal skills.

- Team player with a collaborative mindset.
- Passion for the non-profit sector and alignment with our mission.

Education and Experience:

- Associate or Bachelor degree in Accounting, Finance, or a related field or equivalent experience.
- Some accounting experience 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.