

Finance IT 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 Finance IT Intern will report to our VP for Finance and Administration and CFO and work closely with the Associate Director - Finance Systems and Reporting, as well as support the finance and IT teams by managing daily data loads, providing first-level help desk support, and ensuring smooth operation of financial systems. This is a paid, full-time, one-year position (October 2024-September 2025) for an individual with a knack for technology and a passion for customer service.

Duties/Responsibilities:

- Perform daily data loads in Fundriver.
- Provide first-level help desk support to staff.
- Monitor the MCVF Support email and respond to inquiries promptly.
- Set up new users in Financial Edge (FE) and Fundriver (FD).
- Modify FE security settings as needed.
- Set up new accounts payable (AP) approval rules in FE.
- Make administrative changes within financial systems.
- Assist with other IT-related tasks as needed to support the finance department.

Required Skills/Abilities:

- Strong technical skills and an aptitude for learning the latest technology.
- Excellent customer service skills with a focus on helping others.
- Strong interpersonal and communication skills; a people person
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office, particularly Excel.
- Experience with financial software (e.g., Financial Edge, Fundriver) is a plus.
- Excellent organizational and time-management skills.
- Strong attention to detail and accuracy.
- Ability to multitask and prioritize work effectively.

- Passion for the non-profit sector and alignment with our mission.

Education and Experience:

- Associate's or Bachelor's degree in IT, Finance, or a related field, or equivalent experience.
- Some IT and finance 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.