Staff Accountant -- Accounts Payable 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 Staff Accountant for Accounts Payable is an integral part of our finance team reporting to our Accounting Manager. 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/Responsibilities:

- 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.
- Assist with tasks during the financial statement audit.
- Assist with special projects and other duties as assigned.

Required Skills/Abilities:

- Strong organizational skills and attention to detail.
- Strong communication skills and ability to navigate departmental hierarchies and interact with vendors.
- Working knowledge of a database software system.

- Strong computer skills including Microsoft Office with advanced knowledge of Excel.
- Problem-solving skills to resolve discrepancies and address challenges.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- High level of integrity and ability to handle confidential information with discretion.
- Ability to think critically, manage multiple projects, and function well in a team environment.
- Ability to prioritize workload and work well under tight deadlines.

Education and Experience:

- Associate or Bachelor degree in Accounting, Finance, or a related field or equivalent experience.
- 2-5 years of professional work experience in an accounting or financial management setting preferred
- Experience working in nonprofit organizations or foundations is a plus.

This full-time, hybrid, 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.