Position Title: Finance and Human Resources Assistant

The McIntire School of Commerce Foundation at the University of Virginia is seeking a skilled and collaborative professional to join our collaborative and expert Business Office Team. The mission and goal of the Business Office are to provide our faculty, staff, students, and external vendors with the best customer service experience possible. Reporting to the Director of Foundation Business Operations, the Finance and HR Assistant will contribute to the efficiency of the Foundation’s administrative and financial operations. This includes observing processes and developing and executing plans to streamline them, as well as continually gaining knowledge and improving skills in order to excel in every aspect of the position. This occurs in the larger context of contributing to the success of the McIntire School of Commerce.

Specific responsibilities of the position include the coordination and management of foundation human resources functions as well as business processes such as payroll, accounts payable, expense reimbursements, contributions, purchasing cards, and assisting with accounting processes. We offer a collaborative, supportive, and flexible work environment that encourages employee growth and development.

The University of Virginia is one of the highest-ranked public universities in the United States, and the McIntire School of Commerce (www.commerce.virginia.edu) awards a Bachelor of Science in Commerce, and Master of Science degrees in the Management of Information Technology, Business Analytics, Commerce, Accounting, and Global Commerce. McIntire is recognized for excellence and innovation in undergraduate and graduate business education and scholarship. The McIntire School is dedicated to educating and inspiring students to become visionary leaders who shape global business with integrity, purpose, intercultural fluency, and a fundamental understanding of how commerce can contribute to the common good for all. We are committed to a policy of equal opportunity for all persons and welcome diversity in all forms. The Advancement Team and Foundation support the school and the mission of the school.

Qualifications Desired

- Associate’s or Bachelor’s degree in business or related field preferred.
- Minimum 3 years previous experience in administrative support, or similar role. Hiring experience preferred.
- Demonstrated knowledge, skills, abilities, and experiences that support a diverse workforce and inclusive environment.
• Demonstrated professional with strong organizational, financial and written skills.
• Strong customer service skills, including the ability to professionally interact with a variety of constituents within the Foundation, McIntire School, and University
• Demonstrated ability to work independently as well as part of a team
• Technical proficiency and experience with accounting software, Microsoft Office suite and especially Excel.

Anticipated Hiring Range: $55,000 – 70,000

To Apply

Interested applicants should email their resume and cover letter to include their interest, knowledge, skills, abilities, or experience related to the position to Brandy Amos, Human Resources Coordinator at bamos@virginia.edu.

Review of applicants will begin May 23, 2022, and the position will remain open until filled.

The University of Virginia, including the McIntire School and the McIntire Foundation, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers.