



Gift Reporting and Accounting Manager

Reports to: Chief Financial Officer

Time Requirements: 40 hours per week – Monday through Friday. Occasional evening or weekend work may occur during peak seasons.

To apply: send resume and cover letter to Donna Mahan, Chief Financial Officer at vafweb@virginia.edu

Overview

The Gift Accounting and Reporting Manager will obtain a deep understanding of and assist in managing the complex VAF database. This position will also help generate reports needed by various areas within VAF and for coordinating and reporting gift transactions to the University. This is an opportunity to utilize database analysis and reporting skills to help VAF reach its goals. The successful candidate will touch every part of the VAF database and be heavily involved in all reporting needs while overseeing gift reporting needs and providing accounting assistance. The ideal candidate will have the ability to take on more responsibility with experience.

Responsibilities

- Maintain, adjust, and work within donor database to run and prepare reports (Paciolan). Respond to reporting needs of internal staff and the University
- Provide customer service and assistance with donors, staff and other university areas as needed
- Obtain an understanding of and maintain the automated process of gifts reported to the University ("the Feed") and assist in responding to University communications
- Responsible for tax receipting, quarterly billing statements, suite invoices/deposits/tracking, and for donor acknowledgments
- Assist in reconciling the gift database with the general ledger. Review new gift agreements for proper recording in the database
- Prepare audit confirmation letters and assist in the audit
- Assist with the multi-state registration process
- Obtain approvals and prepare accounts payable to be paid for review on a bi-weekly basis. Maintain AP records.
- Prepare 1099s and maintain W-9 vendor records
- Manage planned gift accounting records
- Collaborate with the Annual Fund team on autopledge processes
- Maintain PCI compliance on all credit card information and confidentiality of all donor information
- Other duties as assigned including assisting the CFO

Qualifications

- Extensive experience in gift and/or general accounting; experience with not for profit is preferred
- Experience in process or workflow improvement
- Intermediate proficiency and knowledge of working with databases
- Intermediate proficiency in Microsoft Excel and Pivot tables
- Ability to be highly efficient, detail-oriented, organized, and accurate in work
- Comfortable working independently
- Ability to research data
- Maintain confidentiality

- Proven record to prioritize and manage multiple tasks simultaneously while meeting deadlines and schedule requirements
- Provide strong customer service skills. A personable and professional manner is required for both face-to-face and telephone contact
- Knowledge of accounts payable process and expense coding
- The candidate must be able to work well with staff, donors, vendors, and the public
- The incumbent must have the ability to work in a fast-paced and dynamic environment
- 4-year college degree plus an understanding of accounting principles required
- Enjoy watching & attending sporting events highly recommended

Benefits*

- Annual incentive program (based on staff performance)
- Paid personal leave and paid holidays
- Health, dental, life, and long-term disability insurance
- 401k Plan with employer contribution
- On-site parking provided
- Football and Basketball season tickets for employee and eligible family members
- Family pass for regular season home athletics UVA Olympic sports events
- Recreation pass providing access to all UVA recreation facilities

*Benefits subject to change

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives, and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.