



McINTIRE SCHOOL *of*  
COMMERCE FOUNDATION

## **Staff Accountant**

### **Organization Information**

Organization: McIntire School of Commerce Foundation  
Department: Business Office  
Reports to: Director of Business Operations  
Supervises Directly: N/A

### **Position Summary**

The McIntire School of Commerce Foundation at the University of Virginia seeks a Staff Accountant to work in the Foundation Business Office. The person in this position will work closely with the Director of Business Operations; the Staff Accountant will play an essential role in maintaining accurate accounting records and ensuring compliance with accounting standards and other policies, rules, and regulations. The staff account will also contribute to the efficiency of the foundation's administrative and financial operations and help find ways to improve them.

### **Responsibilities**

Specific responsibilities include:

- Manage and process Payroll
- Manage and process Accounts Payable
- Manage and process employee Expense Reimbursements
- Manage the Purchasing Card program
- Assist with the monthly close of the accounting books

### **Qualifications**

To fulfill the responsibilities of this position, the successful candidate will have completed basic and intermediate accounting (with a bachelor's degree in accounting preferred), will have a minimum of one year of bookkeeping experience, will be proficient in using Excel, and will have strong communication skills.

This person in this position should also have a commitment to professional growth in the field of Accounting, effective time management skills, the ability to work independently and with colleagues, and the ability to exercise discretion and judgment, as well as be adaptable to changing circumstances.

## **Application Process**

Interested applicants should email resume and cover letter to Brandy Amos, Human Resources Manager, at [bamos@virginia.edu](mailto:bamos@virginia.edu). The position is open until filled. The McIntire School of Commerce Foundation is an Equal Opportunity Employer.

*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 perspective and experiences. We are equal opportunity and affirmative action employers.*