



Associate Director of Business Operations and Gift Reporting

Reports to: Chief Financial Officer

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

Overview

The Associate Director of Business Operations and Gift Reporting will assist the CFO in providing accounting, system migration and management of accounts payable. They will obtain a deep understanding of and assist in managing the VAF database to run and create reports needed by various areas within VAF, Athletics, and the University. The successful candidate will oversee the process of donor reporting for gift receipts, gift reminders, and acknowledgement letters while offering ideas for process improvement. The ideal candidate will have the ability to take on more responsibility with experience.

Responsibilities

- Work within the gift database (Paciolan) to create and run reports for export to Excel. Respond to reporting needs of internal staff and the University.
- Responsible for oversight of gift tax receipting, quarterly pledge reminders, suite invoices/tracking, and for donor acknowledgment processes.
- Assist in reconciling the gift database with the general ledger. Review recording of new gift agreements with the database.
- Help to manage the system migration to Financial Edge.
- Assist with the annual Foundation budget and general ledger management and reconciliation.
- Manage accounts payable and maintain AP records. Responsible for 1099 reporting and vendor records. Obtain an understanding of and oversee migration of current AP system to FE.
- Reconcile expense reports and prepare related journal entries.
- Work with the events team and reconcile events budgets with actual.
- Prepare audit confirmation letters and assist in providing information and GL schedules for the annual audit.
- Assist with endowment accounting and tracking.
- Manage planned gift accounting records and coordinate with the stewardship team to prepare planned gift donor acknowledgement letters.
- Provide customer service and assistance with donors and staff and act as liaison with University Advancement and their gift reporting systems.
- Act as backup for gift processing during peak times/vacations.
- Ensure confidentiality of donor information.
- Foster a culture of technological innovation, creativity, critical thinking, and problem solving for the VAF.
- Other duties as assigned.

Qualifications

- Extensive experience in gift and/or general not-for-profit accounting including knowledge of gift tax receipting regulations
- 4-year college degree plus an understanding of accounting principles required

- Intermediate proficiency in Microsoft Excel
- Working knowledge of Financial Edge is helpful
- Intermediate proficiency and knowledge of working with giving databases. Knowledge of Advance or Salesforce database is optimal.
- Experience in process or workflow improvement
- Ability to be highly efficient, detail-oriented, organized, and accurate in work
- Comfortable working independently with an ability to prioritize
- Ability to research data
- Provide strong customer service skills, both internal and externally. A personable and professional manner is required for both face-to-face and telephone contact
- Knowledge of accounts payable process and expense coding
- 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
- Pass for regular season home athletics UVA Olympic sports events for employee and 1 guest
- 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.

Please send resumes to dm5mm@virginia.edu