



## VIRGINIA ATHLETICS FOUNDATION Gift Accounting Manager

<b>Reports to:</b>	<u>Database Manager / Business Analyst</u>
<b>Supervisory Duties:</b>	<u>None</u>
<b>Job Requirements:</b>	<u>Previous gift and/or general accounting experience</u>
<b>Oversight Responsibilities:</b>	<u>Oversee and coordinate gift entry and reporting needs</u>
<b>Time Requirements:</b>	<u>40 hours per week – Monday through Friday with potential for overtime during busy periods of the year</u>

### DESCRIPTION OF DUTIES

#### *Job Summary*

The Gift Accounting Manager will be responsible for managing the VAF database including data updates and gift entry. 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 a great opportunity to utilize database 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 reporting needs.

#### *Responsibilities*

- Maintain, adjust, and work within donor database to run reports (Paciolan).
- Provide customer service and assistance with donors, staff and other university areas as needed.
- Receive stock notifications from brokers and calculate and record stock gifts. Investigate stock gifts for missing information.
- Track bank deposits daily for resolution and proper filing and prepare weekly batch reconciliations.
- Report all gift transactions to the University on a weekly basis and oversee transfer of gift funds between UVA and the foundation.
- Responsible for tax receipting, quarterly billing statements, suite invoices/deposits/tracking, and for assisting with donor acknowledgments.
- Prepare audit confirmation letters.
- Maintain donor auto payment system and assist with auto pledge process.
- Access accounting software to prepare accounts payable to be paid for review on a bi-weekly basis. Prepare checks for signature and mail signed checks with proper documentation.
- Prepare 1099s and maintain W-9 vendor records
- Maintain PCI compliance on all credit card information and confidentiality of all donor information.

### *Experience*

1. Extensive experience in gift and/or general accounting; experience with not for profit is preferred
2. Knowledge of accounts payable process and expense coding
3. Experience in process or workflow improvement

### *Skills / certifications*

1. Intermediate proficiency and knowledge of working with data bases
2. Intermediate proficiency in Microsoft Excel and Pivot tables
3. Knowledge of Microsoft GP Dynamics accounting system a plus
4. College or equivalent education

### *Abilities*

1. Ability to be highly efficient, detail-oriented, organized, and accurate in work.
2. Comfortable working independently with ability to look for and provide suggestions for process improvement. Ability to research data.
3. Maintain confidentiality.
4. Proven record to prioritize and manage multiple tasks simultaneously while meeting deadlines and schedule requirements.
5. Provide strong customer service skills as there is frequent interaction with donors and others. A personable and professional manner is required for both face-to-face and telephone contact.
6. Ability to lift heavy office boxes and rearrange and update files. Organize and update electronic files.
7. The candidate must be able to work well with staff, donors, vendors, and the general public.
8. The incumbent must have the ability to work in a fast-paced and dynamic environment.

### *Other*

Occasional evening or weekend work may occur during busy times.

The Virginia Athletics Foundation offers a flexible and hybrid workplace. All team members must have access to and maintain a secure home office environment with high-speed internet service and work collaboratively with others using a variety of technologies and tools. Depending on the type of position and work performed, or as deemed by manager, some positions may be required to work intermittently in a shared office space located in Charlottesville, Virginia.

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.