



Gift Accounting Associate

Reports to: Chief Financial Officer

Time Requirements: 20 - 24 hours per week. Occasional evening or weekend work may occur during peak times.

Overview

The Gift Accounting Associate will obtain a deep understanding of the Paciolan database and assist in VAF gift accounting. This position will manage weekly donor acknowledgments, help generate duplicate tax receipts and pledge statements requested by donors, and research/respond to donor inquiries. In addition, the position will work closely with the Suites, Events, and Stewardship team on suite invoicing and payments. This is a great opportunity to support VAF financial operations by providing excellent stewardship to donors.

Position Requirements

- Provide gift processing assistance, including research into unidentified gifts, stock gift calculations, and new donor account creation.
- Responsible for providing duplicate tax receipts and invoices/pledge statements for donors.
- Responsible for weekly donor acknowledgments.
- Responsible for suite invoicing, payment tracking, and transfer to the University.
- Provide pledge collection support through donor outreach.
- Assist with donor correspondence and donor account research.
- Record details of new endowment gift agreements in Paciolan.
- Monitor payment schedules for upcoming credit card expirations, and contact donors with expiring or declined cards.
- Maintain PCI compliance on all credit card information and confidentiality of all donor information.
- Other duties as assigned.

Qualifications

- Extensive experience in gift and/or general accounting; experience with not for profit is preferred.
- Intermediate proficiency and knowledge of working with databases.
- Intermediate proficiency in Microsoft Excel and Pivot tables.
- College or equivalent education
- Ability to be highly efficient, detail-oriented, organized, and accurate in work.

- Comfortable working independently with ability to look for and provide suggestions for process improvement.
- 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 as there is frequent interaction with donors and others.
- A personable and professional manner is required for both face-to-face and telephone contact.
- Organize and update electronic files.
- Ability to lift heavy office boxes and rearrange and update files.
- 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.

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.

To apply, please submit a cover letter and resume to Donna Mahan, Chief Financial Officer, Virginia Athletics Foundation vafweb@virginia.edu.