



## Foundation Controller/Business Manager

### **Part I: Organization Information**

**Organization:** McIntire School of Commerce Foundation

**Department:** Business Office

**Salary Range:** Commensurate with experience

**Reports to:** Assistant Dean for the Budget/ Business Manager

**Supervises Directly:** None

### **Part II: Position Summary**

The McIntire School of Commerce Foundation at the University of Virginia is seeking a Controller. The Controller will have responsibility for assuring the integrity of the Foundations financial records. Responsibilities include but are not limited to planning and assisting the external auditors in the completion of the annual audit; monitoring internal controls; making sure proper accounting practices are followed; and working with the staff at the UVa Fund to accomplish Foundation objectives.

### **Part III: Responsibilities**

#### Recurring monthly duties (85%)

1. Generate pledge receivables report and send to Development department and Assistant Dean for the Budget.
2. Reconcile and take correcting action to resolve differences for all UVa Fund, brokerage, bank, and Foundation related Oracle accounts. Currently about 124 funds.
3. Enter Foundation payroll into financial accounting database (currently Navision) twice monthly. Reconcile to UVa Fund and payroll service (currently PayChex).
4. Generate monthly bank statement, brokerage statements, and UVa Fund asset reports.
5. Generate UVa Fund credit card statements for McIntire cardholders, send coding information to UVa Fund, track compliance with credit card requirements of turning in receipts, coding expenses, and turning in approved statements in a timely manner.

#### Non recurring duties (15%)

1. Work with external auditors, planned giving, and the UVa Fund to compile the necessary information to generate the audited financial statements. Create spreadsheet and other documents from Foundation records.
2. Add new funds and do other tasks related to maintenance of the financial database and financial accounting package.
3. Any special projects as assigned by the Assistant Dean for the budget.
4. Provide backup for Assistant Dean on Foundation related matters.

### **Part IV: Qualifications**

Ability to work independently and with all of the other members of the Business Office; Accounting knowledge & experience; experience with Microsoft Excel, word processing software, the internet, and accounting software; the ability to deal with people outside the Business Office. Experience working with external auditors, non-profit

accounting/fund accounting knowledge, CPA, and MBA would be a plus. Must be able to identify and solve problems with accounting matters. Be able to work with minimal supervision.

**Part V: Measures of success**

- Completion of monthly recurring tasks on a timely basis.
- Correct and accurate completion of monthly tasks.
- Effective communication and interaction with other Business office staff, other Commerce School employees, and contacts at the UVa Fund and other outside entities.
- Qualitative feedback from prospects and admitted students.
- Mastery of Navision the financial accounting software used by the Commerce School.
- Occasionally come up with process improvements.

**Application Process:**

Interested applicants should email resume and cover letter to Heather Cullop the McIntire School of Commerce, HR Director at [hnc4n@comm.virginia.edu](mailto:hnc4n@comm.virginia.edu). The position is open until filled.