



Senior Director or Director of Business, Accounting and Finance

**Title and compensation commensurate with experience*

Reports to: Chief Financial Officer

Team: Business Operations/Accounting/Finance (BAF)

Location: In office; Charlottesville, VA

Supervisory Duties: Oversight of the Associate Director of Business Operations and Gift Reporting and Manager of Gift Accounting roles. Year-long intern oversight assistance expected as well.

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

Overview

The Virginia Athletics Foundation (VAF), through its fundraising efforts to be an annual \$100 Million private 501(c)(3), Athletics fundraising organization, strives to support a preeminent intercollegiate athletics program at the University of Virginia by providing more than 750 student-athletes across 27 sports programs the opportunity to achieve academic and athletic excellence. More than 11,000 individuals commit annually to the Virginia Athletics Foundation (VAF) and their financial investments position our teams to successfully compete both at the national and conference levels.

The **Senior Director or Director of Business, Accounting and Finance (BAF)** contributes to the success of the fundraising efforts of the Virginia Athletics Foundation (VAF) by contributing to leadership of all financial, accounting, and business operations of the Foundation, ensuring compliance, reporting accuracy, and strategic financial leadership. This role will have an understanding of and take ownership of the VAF monthly financial/accounting close process including endowment reporting functionality. This role will obtain a deep understanding of and assist in managing the VAF financial database to run and create reports needed by various areas within VAF, Athletics, and the University. The ideal candidate is self-motivated, curious, collaborative, innovative and efficiently and effectively fulfills a variety of duties. This role will report directly to the Chief Financial Officer but will work closely with Senior leadership across the VAF to create strong internal controls, effective operations and ensure smooth execution for the VAF. This role will work very closely with the Chief Financial Officer on necessary VAF Board of Trustees reporting on a quarterly basis. This role will provide day-to-day oversight of the Associate Director of Business Operations and Gift Reporting and Manager of Gift Accounting roles. Yearlong intern oversight is expected as well.

Responsibilities

- Advisor to CFO on growth opportunities for the VAF and UVA Athletics through data analytics and financial modeling.
- Oversee day-to-day accounting operations including general ledger, AP/AR, and journal entries.
- Close out the monthly financial statements timely to include any necessary journal entries.
- Review and approve weekly accounts payable and ensure hits the bank accordingly.
- Oversight of the monthly bank reconciliation process.
- Prepare monthly, quarterly, and annual financial statements in compliance with GAAP. Assist with University and other external areas reporting as requested.
- Work closely with UVA Athletics Business Office on monthly invoicing and funds tracking for operational funds for teams based on donor designated funds.
- Assist with budgeting, forecasting, and financial planning processes. Track on capital projects as necessary and communicate status.
- Manage the preparation of the monthly, quarterly, annual endowment reports.

- Lead the preparation and supporting documentation for annual financial statement audits and timely filing of annual tax returns (Form 990). Assist with annual state registrations for charitable solicitations and compliance with state jurisdictions.
- Assist with the development and maintenance of internal controls and policies. Enhance financial systems and reporting tools.
- Ensure compliance with NCAA, University, and regulatory standards.
- Keep abreast of tax law changes and financial accounting standards updates.
- Supervise and develop business, accounting and finance staff.
- Prepare quarterly Board reports with CFO and leadership reports as requested.
- Assist with monthly Payroll process.
- Collaborate across departments to support organizational strategy and fundraising operations.
- Perform additional duties as assigned.

Qualifications

Minimum Education/Certifications (The minimum education required to perform the primary role of this position):

- **Required:** Bachelor's degree in Accounting, Business, Finance or related field
- **Preferred:** Masters Degree in Accounting, Business or Finance related field
- **Certifications:** Certified Public Accountant (CPA) a plus but not required

Minimum Experience (The minimum years of applicable and relevant work experience that would be necessary to effectively perform the position):

- **Senior Director level:** 7-10 years of progressive accounting, business or financial experience; intercollegiate athletics or professional sports experience is ideal but any non-profit accounting/finance experience would suffice as well. Some management experience preferred.
- **Director level:** 5-7 years of progressive accounting, business or financial experience; intercollegiate athletics or professional sports experience is ideal but any non-profit accounting/finance experience would suffice as well. Some management experience preferred.

Desired Characteristics

- Strong GAAP accounting, accounts payable, accounts receivable, and financial analysis background required. Knowledge of Governmental Accounting Standards is preferred.
- Ability to analyze financial data and trends and present financial information.
- Data analysis and reporting experience to help drive executive level decisions.
- Experience with budget vs actuals tracking and management.
- Ability to manage multiple, detailed projects in an efficient and timely manner.
- Strong organizational, communication, and problem-solving skills with keen attention to detail.
- Commitment to maintaining confidentiality of sensitive information.
- Excellent communication, writing, and editing skills. Ability to interact with and communicate with all levels of the VAF.
- Exceptional work ethic and team player mentality (team first!). Customer service mindset.
- Dedication to teamwork, a positive attitude, and demonstrated behavior that promotes cooperation, builds trust, and instills a commitment to excellence.
- Workflows and Business Processes oriented.
- Ability to prioritize and organize complex projects and plans to deliver results.
- Proven record of accomplishment that demonstrates initiative, creativity, and interpersonal skills, preferably in a university setting.
- Enjoy interacting with people with a proven ability to develop relationships.
- Ability to work independently and as part of a team.

- Proficiency in Microsoft Office Suite, Paciolan, Sage Intacct (GL management tool), Bill.com (AP/AR tool) and Adobe Pro.
- Experience with data entry and reporting required; experience with Salesforce CRM and Tableau strongly desired.

Benefits*

- Annual salaried position (compensation based on years of experience)
- Annual incentive program (based on staff performance)
- Paid personal leave and a minimum of 12 paid holidays; 12 Remote days
- 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
- Family pass for regular season home athletics UVA Olympic sport events
- 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.

Application:

To apply, qualified applicants who are interested in further discussing this opportunity are encouraged to email a copy of your cover letter and resume to vafweb@virginia.edu for consideration.