

University of Virginia Licensing & Ventures Group Position Description

TITLE: Manager of Financial Operations

SUPERVISOR: Director of Operations and Executive Director, UVA LVG

I. POSITION OBJECTIVE

The Manager of Financial Operations contributes to the overall success of the University of Virginia Licensing & Ventures Group by effectively managing all financial tasks for the organization and analyzing the everyday financial activities. The Manager of Financial Operation's overall objective is to maintain the financial health of the organization and to provide guidance for the Directors to make sound business decisions and meet the organization's objectives.

II. ESSENTIAL FUNCTIONS

Reporting to the Executive Director, the MANAGER OF FINANCIAL OPERATIONS will:

- Assume full responsibility for all financial operations.
- Document all financial transactions by entering account information into database.
- Monitor and maintain all financial terms in agreements and contracts.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Resolve accounting discrepancies and irregularities.
- Responsible for Accounts Payable/Receivable including input and create invoices, process bills and mail checks, post to customer accounts, monitor the aged receivables, reconcile credit card and bank statements, and deposit checks.
- Update and implement all necessary business policies and accounting practices; improve the finance policy and procedure manual.
- Process all distributions to inventor/VPR's Office/UVA Innovation & Scholarly Activities Fund and resolve any distribution issues.
- Coordinate and lead the annual audit process, liaise with external auditors and the audit committee of the board of directors.
- Prepare and present financial updates at the Board of Directors meetings.
- Maintains financial security by establishing internal controls.
- Provide financial expertise and support to the Licensing Team and work with the Licensing Team to resolve financial issues.
- Administrator the HR policies, benefits, and compensation and provide assistance with employee timesheets, new hires, training, and updating employee handbook.
- Produce financial statements, prepare spreadsheets, reports, and correspondence as required.
- Manage the Financial Assistant and interns.

III. QUALIFICATIONS

- Required:
 - A bachelor's degree in Accounting, Commerce, Finance, or Business Management/Administration;
 - Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email, and internet;
 - 6-8 years of experience in a finance role.

- Excellent problem-solving and analytical abilities; self-motivation and initiative; strong attention to detail; and ability to work on multiple projects simultaneously
- Strongly Preferred:
 - CPA or MBA preferred.
 - 2-4 years of experience in an academic, non-profit technology transfer organization
 - QuickBooks experience preferred

IV. COMPENSATION

Salary is commensurate with experience. Excellent benefits package includes family health and dental coverage and regular retirement contributions. The University of Virginia Licensing & Ventures Group is an equal-opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, age, disability, handicap or any other classification protected by applicable law. Qualified minority and female applicants are encouraged to apply.

V. TO APPLY

Qualified candidates are invited to apply for the position of MANAGER OF FINANCIAL OPERATIONS by submitting a cover letter and resume/CV electronically to Claudine Wispelwey at claudine@virginia.edu.