

University of Virginia Licensing & Ventures Group Position Description

TITLE: Financial Assistant

SUPERVISOR: Manager of Financial Operations and Director, Operations

I. POSITION OBJECTIVE

The mission of the University of Virginia Licensing and Ventures Group (UVA LVG) is to maximize the impact of UVA's innovation assets via commercialization, while providing high levels of customer service, value-added business development, new venture creation, and a focus on driving quality transactions. The Financial Assistant contributes to the overall success of the University of Virginia Licensing & Ventures Group by effectively providing support for all financial tasks and human resource operations for the organization.

II. BACKGROUND

The University of Virginia is a comprehensive research university located in Charlottesville, Virginia. Home to 11 schools, UVA is consistently rated among the top public universities and a university "best values" in the United States. Further, UVA boasts 12,000 faculty and staff, a greater than \$7.5 billion endowment, 20 members of the national academies, 2 research parks, and top ten ranked schools of business, commerce, and law. During the fiscal year ending on June 30, 2015, the University performed \$285 MM in research expenditures (including \$187 MM in federal expenditures) in 1.5 MM square feet of research, laboratory, and studio space.

UVA LVG is the intellectual property management and innovation commercialization organization for UVA's research portfolio (www.lvg.virginia.edu). Founded in 1977 as a 501(c)(3) UVA affiliated foundation, UVA LVG receives ~200 invention disclosures, executes ~80 commercial transactions, and launches 5-7 new companies each year. During the 2016 fiscal year, UVA LVG issued 67 patents in the US and abroad.

In 2014, the University set forth the following as one of its five pillars of "The Cornerstone Plan":

"Strengthen the University's capacity to advance knowledge and serve the Commonwealth of Virginia, the nation, and the world through research, scholarship, creative arts and innovation."

To achieve this objective, UVA has recently invested considerable resources to support innovation, commercialization, and entrepreneurship.

Each year, UVA deploys ~\$2 million in translational research funding to advance promising discoveries and technologies closer to commercial/clinical endpoints. Each fund is managed by an interdisciplinary, advisory board of experts and provides project management support.

III. ESSENTIAL FUNCTIONS

Under the supervision of the Manager of Financial Operations, the FINANCIAL ASSISTANT will:

- Provide support and work closely with the Manager of Financial Operations to ensure smooth operation of all finance matters.

- Share responsibility for Accounts Payable and Receivables including: create invoices, process bills and mail checks, post to customer accounts, maintain customer accounts, monitor the aged receivables, reconcile credit card and bank statements, and deposit checks.
- Assist in documenting all financial transactions by entering account information into database.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Resolve accounting discrepancies and irregularities.
- Aid in the production of financial statements, preparation of spreadsheets, reports, and correspondence as required.
- Provide assistance with employee timesheets and assists Human Resources with payroll, benefits, new hires, interns, training, and updating employee handbook.
- Assist in the annual audit process.
- May initiate new procedures in accounting/business systems.
- Provide financial expertise and support to the Licensing Team and work with Licensing Team to resolve financial issues.
- Perform other duties as assigned by the Executive Director or the Director, Operations.

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, including Excel, PowerPoint, Word, etc.
 - Extraordinary attention to detail, precision, meticulousness.
 - Ability to work independently.
 - Strong organizational skills.
 - Resourcefulness and adaptability.
 - Good sense of humor.
 - Positive, can-do attitude.
 - Strong oral and written communication skills.
- Strongly Preferred:
 - 2-4 years of experience in an academic, non-profit technology transfer organization.
 - Experience working in a University environment.
 - Experience with QuickBooks Premier.

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 FINANCIAL ASSISTANT by submitting a cover letter and resume/CV electronically to Director, Operations: Claudine Wispelwey (Claudine@virginia.edu). Please direct questions to Claudine Wispelwey at 434.924.7523.