University of Virginia Licensing & Ventures Group  
Position Description

TITLE: Finance Assistant  
SUPERVISOR: Director, Finance & Operations  
POSITION TYPE: Full Time (40 hours/week)

I. POSITION OBJECTIVE

The Finance Assistant supports the financial and accounting operations of UVA LVG, including supporting the accurate recording of financial transactions, managing day-to-day banking operations, assisting with payroll and human resources tasks as needed, and supporting the Director of Finance & Operations in ensuring accurate administrative recordkeeping for the organization. The successful candidate will be highly attentive to detail with excellent organizational skills and able to demonstrate prior success with comparable positions in accounting and/or human resources administration.

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 United States top public universities and a university “best values”. Further, UVA boasts 16,000 faculty and staff, an endowment valued at $14.5 billion in 2021, 20 members of the national academies, two research parks, and top ten ranked schools of business, commerce, and law. During the fiscal year ended June 30, 2020, the University performed $652 MM in research expenditures in 1.5 MM square feet of research, laboratory, and studio space.

The University of Virginia Licensing & Ventures Group (UVA LVG) is the intellectual property management and innovation commercialization organization for UVA’s research portfolio (lvg.virginia.edu). Founded in 1977 as a 501(c)(3) UVA affiliated foundation, today UVA LVG receives ~200 invention disclosures, executes ~70 commercial transactions, and launches 5-7 new companies each year.

II. ESSENTIAL FUNCTIONS

- Provide support and work closely with the Director of Finance & Operations to ensure smooth operation of all finance matters.
- Assist Accounts Payable and Receivables processing as assigned, which may include: create invoices, process bills and mail checks, post to customer accounts, maintain customer accounts, invoice licensees, monitor aged receivables, reconcile credit card and bank statements, filing and document organization, central database updates.
- 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, including assistance with resolving financial issues.
• Process timekeeping and creates invoices for in-house counsel time.
• Assist with and complete filing for royalty distributions, billing, and vendor payments.

III. QUALIFICATIONS

• Associate’s degree or above in a relevant discipline, or comparable experience
• Two to four years of prior experience in a transaction-intensive business office or finance department
• Proficiency with MS Office tools, including at least intermediate skills in MS Excel
• Proficiency with QuickBooks
• Prior experience with processing payroll and benefits desired
• Detail oriented: commitment to timely and excellent work product with both accuracy and precision
• Strong oral and written communication skills
• Ability to work independently and prioritize effectively to meet deadlines
• Top-notch organizational skills
• Resourcefulness, adaptability, resilience, good sense of humor

IV. COMPENSATION

Salary is commensurate with experience.

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.