Temporary Finance/Accounting Pool
Temporary Finance and Accounting employees provide fiscal support in business, academic, healthcare, and research environments at the University of Virginia.

Temporary Finance and Accounting assignments can vary in length lasting from a few days to an indefinite time period. They can be part-time or full-time, and require varying skill sets ranging from entry-level to advanced expertise. The needs of our business partners vary, and employees of diverse skills are needed for different assignments. Below are some of the positions which UVA Temporary Finance and Accounting employees assume:

- Financial Assistant
- Fiscal Tech
- Accountant
- Data/Business Analyst
- Gift Processor
- Bookkeeper
- Grants Administrator
- Financial Analyst

Experience, education, and physical requirements will vary based on the specifics of the temporary role to be filled.

Minimum Qualifications Required
Education: High school diploma or equivalent
Skills & Abilities:
- Demonstrated level of professional customer service and interpersonal communication skills
- Knowledge of principles and practices of fiscal support and management
- Intermediate level knowledge of Microsoft Word, Excel, PowerPoint, Access, and Outlook; ability to train on and learn new computerized systems
- Keen attention to detail, problem solving skills, and ability to maintain confidentiality while managing competing priorities
- Ability to communicate and work alongside faculty, staff, students, vendors, and outside guests of the University in an effective and professional manner.

Preferred
Education: Bachelor’s Degree or equivalent education, training and experience
Skills & Abilities:
- One year or more financial/accounting support or similar work experience; preferably in an academic environment
- Experience with University of Virginia policies, procedures, and internal operating systems such as Oracle, SIS, Discoverer, Salesforce, and Advance
- Strong working knowledge of University procurement, travel, financial reporting, and invoicing processes
The various jobs listings you see posted within the temporary pools are general categories and may not be actual positions we are recruiting for at the time you apply. We will keep your application on file and contact you if we believe your skills and experiences are a match for a position we are trying to fill.