



**ILLINOIS STATE  
UNIVERSITY**  
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## Finance Business Partner – INTO Illinois State University

### Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia, including Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, The University of Alabama at Birmingham, Washington State University and Suffolk University.

### Reporting line

The Finance Business Partner reports directly to the INTO Illinois State University (INTO ISU) Executive Director, with functional responsibility to the INTO North America Senior Finance Business Partner.

### Job overview

INTO ISU is a joint venture between Illinois State University and INTO University Partnerships and is an initiative to increase the number of international students at ISU and to assist the university in meeting its internationalization goals.

The role will develop and maintain financial and budgeting processes that enhance center accounts, provide relevant financial information to key stakeholders and otherwise help INTO ISU meet KPIs. The successful candidate will be expected to be highly proficient in all aspects of business operations and contribute to the efficiency and profitability of the Center. This position is a key support role for the Executive Director, primarily supplying timely and accurate information to assist in critical operational decisions and to enhance business partner relationships.

This is a new position in the growing and dynamic INTO Illinois State University (INTO ISU) Center. Duties and scope may change as the INTO ISU center and this role evolves from the start-up phase to continuous operations. We expect the candidate to help build the organization with a focus on achieving operational excellence.

### Key accountabilities and duties

The responsibilities of this position may change and develop over time, but will include the following:

- Direct the Center's financial functions and oversee the daily operations of the finance department.
- Oversee the operations of student billing and cash receipts.
- Compile annual budgets and periodic reforecasts.

**INTO**  **ILLINOIS STATE UNIVERSITY**

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**W** [intostudy.com/isu](http://intostudy.com/isu)



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- Prepare monthly and annual financial statements, which include analysis of monthly operating results against budget and review with management.
- Manage staff including managing team workflows, training, and appraisals.
- Manage and forecast cash flows.
- Manage the relationship with external auditors and external financial reporting for the engaged audit firm.
- Manage the preparation of tax return materials for the engaged tax firm and complete required tax reporting.
- Establish and maintain relations with banks and other financial institutions.
- Assist in establishing and implementing short and long range department targets and procedures relating to the finance department.
- Establish controls for new financial systems and develop procedures to improve existing systems.
- Establish and maintain ongoing relationships with the university financial personnel, including regular review of INTO ISU financials.
- Protect assets by establishing and monitoring internal controls.
- Prepare and file all required state reports as well as business and contractor licenses.
- Prepare presentations as required for the INTO ISU Board and other key stakeholders.
- Provide support to the INTO ISU Executive Director and business partners, as needed.
- Assist with annual review of prices and Terms and Conditions.
- Contribute to and actively participate in overall INTO Global Finance Team.
- Other duties as assigned.

## Location

This position is based at Illinois State University in Normal, IL

## Salary

Salary is commensurate with experience. Comprehensive benefit package included.

## Qualifications

### Essential:

- Bachelor's degree and/or related experience
- Minimum of 3 years' experience in finance
- Experience working with accounting/operational software packages
- Knowledge of best accounting practices
- Ability to prioritize, meet deadlines, work under pressure and, when necessary, with minimal supervision
- Competent IT and analytical skills
- Proficiency in Microsoft Office applications with particular emphasis on Excel
- Good oral and written communication skills
- Ability to use discretion and good judgment
- Desire and ability to engage with students and staff from across the globe
- Strong organizational skills and the ability to multi-task
- Eligibility to work in and travel freely to and from the U.S.

### Desirable:

- MBA or CPA qualifications preferred
- Experience in a start-up environment
- Knowledge of Salesforce and/or Financial Force
- Experience working in a matrix organization with multiple stakeholders
- Experience with staff development



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## How to apply

Please submit to the link below

1. Cover letter
2. Resume
3. Contact information for three professional references

[https://workforcenow.adp.com/jobs/apply/posting.html?client=into&jobId=39031&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=into&jobId=39031&lang=en_US&source=CC3)

### **Please apply by May 4, 2018 (the original application deadline has been extended to increase the applicant pool)**

INTO Joint Venture positions are not Illinois State University positions and are not offers for employment with the State of Illinois. Illinois State University employment benefits and policies do not apply to the INTO Joint Venture positions.

Illinois State University, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding affirmative action, nondiscrimination, and anti-harassment. Illinois State University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran in employment, educational programs and activities, or admissions.

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.