



## Manager Accounting and Shared Services – US

### 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, St Louis University, University of Alabama at Birmingham, Washington State University, Suffolk University, and Hofstra University.

### Reporting line

The Manager Accounting and Shared Services – US reports to the Senior Manager of Accounting & Shared Services - US for INTO North America.

### Job overview

The focus of this role is to provide support to the US region and Centralized Finance Teams in all aspects of direct entry and matriculation for the international agent network. The position will involve regular reconciliations and analysis of student lists and billing, payments made, validating data for partnerships and liaising with Partner Universities regarding data for progression incomes.

### Key accountabilities and duties

This is a role in a dynamic and growing organization therefore accountabilities and duties of the position may change and develop over time.

- Act as the key liaison between all parties in relation to student direct entry and matriculation across the region, including Center teams, Regional Offices, the US Recruitment team and Central Finance teams
- Perform monthly calculation of and preparation of invoicing to University Partners in FinancialForce for all US centers
- Monitor status of all regional direct entry and matriculation payments and refunds
- Liaise with university partners to calculate, validate and collect all pass-through direct entry and matriculation payments and other contract related fees
- Maintain internal process documentation in relation to all role related activities
- Maintenance of cash model tracking cash received against billing and revenue recognised.
- Proposal of Balance Sheet write offs and risks based on actual cash collection
- Verify and propose changes in assumptions on Student MELT and attrition.
- Support Central Accounting with information relating to US regional direct entry and matriculation calculations for the annual external audit
- Lead process of verifying the accrued income balance with partners for the purpose of the external audit
- Provide support to Senior Finance Business Partner with analysis and understanding of other revenue and cost areas as required in order to facilitate the forecasting of direct entry and matriculation
- Develop the reconciliation of matriculation and Direct entry income to include more analysis by year, partner and semester via additional general ledger accounts
- Balance sheet reconciliations required for commissions received and paid.
- Be the business lead on the project to enhance the billing, invoicing and reconciliation of matriculation and Direct entry via Financial force contracts engine
- Participate in any relevant Finance Projects within or on behalf of the US Region, such as Debt Management and the Commission Cost Reconciliation
- Other duties as assigned



## Location

This position is based at INTO North America's headquarters in downtown San Diego.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Problem Solving – the individual identifies and resolves problems in a timely manner, gathers and analyzes information skilfully
- Customer service—the individual manages difficult client/customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance, and meets commitments
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently
- Quality control—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality, and applies feedback to improve performance
- Quantity—meets productivity standards and completes work in a timely manner
- Adaptability—the individual adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays, or unexpected events
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly
- Autonomy—the individual is able to work constructively and responsibly on his/her own for periods of time

## Qualifications

- Bachelor's degree in Business with an accounting or finance emphasis is preferred
- Experience working in a fast-paced and customer-focused environment
- Knowledgeable and comfortable working in standard business and professional tools and equipment.
- Experience working with MS Office (Excel, Word, Outlook) and working with accounting software packages
- Must have attention to detail and data accuracy
- The ability to prioritize and work on multiple projects while meeting competing deadlines
- Ability to analyse data and perform reconciliations of financial reports
- Ability to communicate clearly and effectively
- Flexibility and willingness to undertake and learn new tasks as business processes change
- Ability to deliver excellent internal & external customer service
- Approachable, works well in a team structure, and is able to work with a diverse group of people

## How to apply

To be considered for this position, please follow the link below and submit your cover letter and resume:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=49165&lang=en\\_US&source=CC2&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=49165&lang=en_US&source=CC2&cclid=19000101_000001)

Application Deadline: February 28, 2019

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.

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