



Finance and Accounting Assistant

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment allowing them to acclimate to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize 26 universities in the US, United Kingdom and Asia, including our US partners Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, University of Alabama at Birmingham, Washington State University, Suffolk University, Illinois State University and Hofstra University.

Reporting line

This position will report to the Senior Manager of Shared Accounting Services.

Job overview

As a member of the INTO North America team, this person will support the finance & accounting managers at INTO North America and multiple INTO Centers by compiling and maintaining the accounting and finance records. This position will perform a variety of finance and accounting functions within the Finance department related to one or more of the following functions: accounts payable, accounts receivable, record keeping, cash entries, bank reconciliations, intercompany reconciliations, month and year-end processes, including assisting with the annual financial statement audit.

Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the responsibilities of this position may change and develop over time, but will include the following:

- Transactional data entry including accounts payable, expense reports, student refunds, and cash entries.
- Month-end duties such as account reconciliations and analysis, bank and credit card reconciliations, and journal entries as needed.
- Assist with year-end financial audit.
- Support the Finance Managers at INTO North America's joint ventures to provide an efficient and cost-effective service.
- Establish and maintain good working relationships with INTO North America staff and joint venture finance teams.
- Other duties as assigned by management.

Location

This position is located at our North America headquarters in downtown San Diego, California

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 analyses information skillfully
- 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

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- 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 and Experience

- Bachelor's degree in accounting, business, or finance
- A minimum of 1 year of related accounting experience and/or training, or equivalent combination of education and experience
- Working knowledge of accepted accounting standards and procedures, including experience with generally accepted accounting principles (GAAP)
- 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
- The ability to prioritize and work on multiple projects while meeting competing deadlines
- Ability to analyze 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 and external customer service
- Approachable, works well in team structure, and is able to work with a diverse group of people

How to apply

To be considered for this position, please submit your cover letter and resume at the following location:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=50019&lang=en_US&source=CC2&cclid=19000101_000001

Application Deadline: March 1, 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.