

# DREW

## Commercial & Student Finance Analyst

### 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 universities in the US, United Kingdom 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, Suffolk University, Illinois State University and Hofstra University.

INTO Drew University is a joint venture between Drew University and INTO North America. INTO Drew's unique programs for international students provide tailored academic and English language instruction coupled with a highly supportive learning environment that supports adjustment to life in the U.S. and long-term academic success.

Drew University is a private, liberal arts university located in Madison, N.J., just 29 miles west of New York City. Ranked among the top liberal arts institutions nationwide by *U.S. News & World Report*, *Forbes* and *Washington Monthly*, Drew is also listed in Princeton Review's *Best 378 Colleges*. Drew has a total student enrollment of 2,019 in three schools: The College of Liberal Arts, the Caspersen School of Graduate Studies and the Drew Theological School. The undergraduate program offers degrees in 30 different disciplines, while Caspersen and the Theological School offer degrees at the Masters of Arts and doctorate levels.

### Reporting line

The Commercial and Student Finance Analyst reports directly to the INTO Drew University (INTO Drew) Center Executive Director, with a dotted line reporting in to the Director of Commercial Finance at INTO North America

### Job overview

The role will prepare and maintain financial and budgeting processes that enhance center accounts, provide relevant financial information to key stakeholders, manage and maintain the student finance records. 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.

### Key accountabilities and duties

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

- Lead the Center's financial functions and oversee the daily operations of the finance department.
- Manage and maintain the operations of student billing and cash receipts.
- Compile annual budgets and quarterly reforecasts.
- Prepare monthly and annual financial statements, which include analysis of monthly operating results against budget and review with management.
- Manage and forecast cash flows.
- Establish and maintain ongoing relationships with the university financial personnel, including regular review of INTO Drew financials.
- Prepare presentations as required for the INTO Drew Board and other key stakeholders.
- Provide support to the INTO Drew Executive Director and business partners, as needed.

**INTO DREW UNIVERSITY**  
DREW UNIVERSITY  
36 MADISON AVENUE  
MADISON, NJ 07940  
USA

**T** +1 973 408 4961  
**F** +1 973 408 4960  
**E** [intoadmissions@drew.edu](mailto:intoadmissions@drew.edu)  
**W** [www.intostudy.com/drew](http://www.intostudy.com/drew)

**INTO**   
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**UNIVERSITY**

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- 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.

## Qualifications and Experience

### Essential:

- Bachelor's degree and/or related experience
- Minimum of 2 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

### 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

## Salary

Salary is commensurate with experience. Comprehensive benefit package included.

## Location

This position is located at Drew University in Madison, New Jersey.

## How to apply

To be considered for this position, please click the following link to submit your cover letter and resume:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101\\_000001&jobId=51734&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=51734&source=CC2&lang=en_US)

Application closing date: May 13, 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.**