

## Commercial Finance Analyst

### 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, Suffolk University, Illinois State University and Hofstra University.

INTO University of Alabama at Birmingham (INTO UAB) is a partnership between INTO University Partnerships and the University of Alabama at Birmingham.

Founded in 2016, INTO UAB is an initiative to increase the global diversity of our student body, increase globalization opportunities for domestic students and provide opportunities for faculty to expand international teaching, research and service activities. The partnership established and operates a campus-based international student center that provides services to all international students at UAB including academic tutoring, English language training, pathway programs, admissions processing, student services and immigration support.

### Reporting line

The Commercial Analyst reports directly to the INTO University of Alabama at Birmingham (UAB) Center Executive Director, with a dotted line to the Director, Commercial Finance, INTO North America.

### Job overview

INTO UAB is a partnership between UAB University and INTO University Partnerships and is an initiative to increase the number of international students at UAB and to assist the university in meeting its internationalization goals. 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.

Duties and scope may change as the 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:

- Lead the Center's financial functions and oversee the daily operations of the finance department.
- Assist in management 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 forecast and review with management.
- Manage and forecast cash flow
- Establish and maintain ongoing relationships with the university financial personnel, including regular review of INTO UAB financials.
- Prepare presentations as required for the INTO UAB Board and other key stakeholders.
- Represent INTO UAB on the INTO UAB Finance Committee, presenting financial updates and ensuring proper approvals are sought for budgets, statutory financials and any other required financial decisions

## INTO THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

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- Provide support to the INTO UAB Executive Director and business partners, as needed.
- Assist with annual review of student prices and product terms and conditions.
- Contribute to and actively participate in overall INTO Global Finance Team.
- Other duties as assigned.

## Location

This position is based at University of Alabama at Birmingham.

## Salary

Salary is commensurate with experience. Comprehensive benefit package included.

## Qualifications

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
- Experience working with international students

## How to apply

To be considered for this position, please click the link below 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=52355&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=52355&source=CC2&lang=en_US)

Application Deadline: June 30, 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.**