

Commercial Finance Analyst

INTO George Mason University

INTO George Mason University (INTO Mason) is a joint venture between George Mason University and INTO North America. INTO Mason'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.

George Mason University is an innovative, entrepreneurial institution with national distinction in both academics and research. Mason is currently the largest and most diverse public university in Virginia with students at campuses in Arlington, Fairfax, and Prince William as well as at learning locations across the Commonwealth. Rooted in Mason's diversity is a campus culture that is both rewarding and exciting work that is meaningful and opportunities to both collaborate and create. Mason is only minutes from the nation's capital, close to cultural activities, excellent schools, and vibrant neighborhoods in a region known for its dynamic growth.

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. Universities in the US include: Oregon State University, University of South Florida, Colorado State University, Marshall University, Drew University, George Mason University, Saint Louis University, The University of Alabama at Birmingham, Washington State University, Suffolk University, Illinois State University and Hofstra University.

Reporting line

The Commercial Finance Analyst has a reporting line to the INTO George Mason; University Center Executive Director and a dotted line into the INTO North America; Director, Commercial Finance for functional support.

Job overview

This position is responsible for the P&L, Balance Sheet and cashflow forecasting, budgeting and maintenance of accurate financial records for the joint venture. A shared service center (based in San Diego) take care of the transactional accounting, accounts payable and accounts receivable. This position is responsible for working closely with the Executive Director and management team at INTO George Mason to provide relevant and accurate financial information to key stakeholders in a timely manner. This position has one direct report who is responsible for managing and maintaining 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. We expect the candidate to help build the organization with a focus on achieving operational excellence.

Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the responsibilities of the 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.
- Oversee the management and maintenance of the student billing and cash receipts.
- Compile annual budgets and quarterly reforecasts, or as required
- 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 George Mason university financial personnel, including regular reviews of the financials
- Prepare presentations as required for the INTO George Mason Board meetings, Finance Committee meetings and other key stakeholders.
- Provide support to the INTO George Mason 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.

Qualifications

Essential:

- Bachelor's degree and/or related experience
- Minimum of 2 years' experience in finance
- Strategic business process modeling, monitoring, performance and quality management techniques
- Prior experience in financial reporting, financial planning and analysis and/or business development
- 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 and proficiency in Microsoft Office 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
- Knowledge of Banner and MicroStrategy
- Experience working in a university setting
- Experience working in a matrix organization with multiple stakeholders
- Experience working with international students

Location

This position is based at the Mason Global Center, George Mason University, 4352 Mason Pond Road, Fairfax, VA 22030



Salary

This is an exempt full-time position with a pay range of \$70k-80k (depending on experience), plus a full benefit package including Medical, Dental, Life and more. We offer up to 6% match on 401k, at least 10 paid holidays, and 22 days of PTO.

Other

We offer a positive work environment, casual Fridays (wear your Green and Gold), on-site dining and company sponsored events. Candidates must be eligible to work in the U.S. no sponsorship is offered. Regular hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. Due to the unique nature of the position evening and weekend work may be required during peak periods.

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=295801&source=CC2&lang=en_US

Application Deadline: September 20, 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.

George Mason University is an affirmative action/equal opportunity employer encouraging diversity.