



Finance Assistant

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, George Mason University, Drew University, Saint Louis University, The University of Alabama at Birmingham, Suffolk University, and Hofstra University.

Reporting line

The Finance Assistant reports directly to the 'Team Lead, Admissions & Central Student Finance' with a dotted line to the Commercial Finance Analyst of any assigned university partners.

Job overview

The Finance Assistant supports students studying with our university partnerships in the US. The role primarily relates to student finance support for INTO George Mason University (or other partnerships as assigned). A successful candidate will perform a variety of key finance functions related to student accounts. This individual will interact with students, regional staff, agents, and admissions staff concerning financial matters daily. This is a valued role in a growing, dynamic organization.

Key responsibilities and capabilities

Responsibilities

- Students & Sponsors Accounts Receivable:
 - Invoice students and sponsors in a timely manner, including tracking outstanding invoices and records of communication with students
 - Apply installment plans to student accounts
 - Generate student statements, review and categorize aged debt, and proactively follow up with students where payments are outstanding or falling due
 - Collaborate with INTO's central accounting department to process student refunds
 - Respond to student, parent, educational counselor and regional office queries regarding student accounts, and answering financial questions they may have
 - Record and reconcile accounts related to students and sponsors
- Maintain accurate student records:
 - Ensure completeness and accuracy in student records, including but not limited to: income from tuition, accommodations, insurance, and other fees
- Support Commercial Finance Analyst for assigned university partnerships:
 - Liaise with staff to ensure all students who need health insurance and housing are invoiced/enrolled
 - Provide support in regards to invoice reconciliation and agent commission eligibility
 - Identify and process bad debt write offs, following the bad debt write offs policies
 - Perform price checks, including updating new prices periodically
 - Regularly review policies, procedures, and terms and conditions, and make recommendations

INTO UNIVERSITY PARTNERSHIPS
701 B STREET, SUITE 1050
SAN DIEGO, CA 92101
USA

T +1 858 356 4400
F +1 858 356 4401
E corporate@intoglobal.com
W www.into-corporate.com



- Work on special projects and other duties as requested

Capabilities

- Extremely high attention to detail and ability to analyze large amounts of data from various sources
- Experience working in a busy, fast-paced, and customer-focused environment
- Desire and ability to engage with students across the globe with a commitment to exceptional customer service for international students (where English is not their first language), that is both professional and courteous
- Ability to build effective working relationships with colleagues both inside and outside finance teams, including but not limited to university staff, INTO marketing and INTO recruitment teams both in the US and abroad
- Experience working with accounting/operational software packages
- Proficiency in Microsoft Office applications with particular emphasis on Excel
- Knowledge of best accounting practices, able to perform account reconciliation & analysis, and mathematical ability to troubleshoot balancing problems
- Strong prioritization and organizational skills and the ability to meet deadlines, with minimal supervision as necessary
- Ability to be flexible in work schedule (occasionally and with advanced notice) to attend virtual meetings with colleagues in different time zones
- Ability to travel within the US to assist INTO university partners for student intakes (up to three-four times per annum)
- Commitment to excellence in contributing to a positive workplace and goal attainment
- Flexibility to adapt to evolving processes and ability to problem solve effectively

Location

This position is based at INTO George Mason University in Fairfax, VA, however travel may be required to other centers on an as needed basis. If required, additional travel will be agreed in advance with your line manager.

Compensation

This role is non-exempt (eligible for overtime); compensation is commensurate with experience.

INTO takes care of their employees and ensures they are well and thrive with a comprehensive benefits package which includes:

- Health Benefits
 - Medical
 - Dental
 - Vision
 - Life insurance
 - Short- and long-term disability
 - Flexible spending account
- Generous paid time off (PTO) – starting at 22 days/year
- 10+ paid holidays annually
- Volunteer days
- 401(k) retirement plan – up to a 6% company match
- Educational assistance
- Wellness rewards and programs
- Employee assistance program
- LinkedIn Learning



Qualifications

Essential:

- Associate degree in accounting or equivalent from a college or technical school or related experience
- A minimum of one-year related accounts receivable experience, or equivalent combination of education and experience

Desirable:

- Bachelor's degree and/or related experience
- Knowledge of SalesForce and/or Financial Force is a distinct advantage
- Mandarin, Arabic or other languages may be an advantage when communicating with international students
- Experience working with international students and/or in higher education
- Experience living and/or studying abroad

How To Apply

Please click the link below to submit your resume & cover letter before May 21, 2021; open until filled. Interviews may begin prior to this deadline, so early submission is encouraged.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=398450&source=CC2&lang=en_US

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.