



# Accounting Assistant / Clerk

## Job overview

As a member of the INTO North America central accounting team, this person will support the finance & accounting teams by providing full cycle accounting at one or more INTO companies.

## Key Responsibilities

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:

- Process accounts payable, expense reports, and intercompany invoices
- Reconcile bank accounts and clearing accounts
- Complete month-end balance sheet reconciliations
- Assist with annual financial audits
- Establish and maintain good working relationships with INTO North America staff, Center Finance teams and partnering with University Staff.
- Perform other duties as assigned by management

## Qualifications and Experience

### Essential:

- Bachelor's degree in Accounting, Business, or related field
- The ability to prioritize and work on multiple projects while meeting competing deadlines
- Attention to detail while entering transactions or reconciling accounts
- 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

### Desirable:

- Experience working with MS Office (Excel, Word, Outlook) and working with accounting software packages
- Working knowledge of accepted accounting standards and procedures, including experience with generally accepted accounting principles (GAAP)
- Ability to analyze data and perform reconciliations of financial reports
- A minimum of 1 year related accounting experience and/or training, or equivalent combination of education and experience

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- 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
- 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
- Autonomy- the individual is able to work constructively and responsibly on his/her own for periods of time
- Problem solving - the individual identifies and resolves problems in a timely manner, gathers and analyses information skillfully

## Location

This position is a hybrid role, with both remote and on-site work at our office located in La Jolla, CA and flexible scheduling.

## Compensation

This is a full time, regular hourly/non-exempt position.

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 Accounts
- 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 recognition
- Employee Assistance program
- LinkedIn Learning

WeWork (San Diego office):

- Paid onsite parking
- Free overnight parking available
- Weekly activities, events, and happy hours through the WeWork community
- Fitness Center
- Tennis courts & free tennis lessons
- Complimentary beverages
- Discounted food
- Onsite Swimming Pool
- Wellness Room
- Panoramic Views of North County to Downtown
- Multiple floors of conference rooms & private offices with high speed Wi-Fi
- Close proximity to the UTC Mall, restaurants, and shops



## Reporting line

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

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

## 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&cclid=19000101\\_000001&jobId=425700&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=425700&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.

**California Residents:** Please review our CCPA Notice -

<https://www.intoglobal.com/media/elk14wvp/into-applicant-privacy-notice-ccpa.pdf>