



Central Finance and Accounting 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. 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.

Reporting line

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

Job overview

As a member of the INTO North America team, this person will support the finance & accounting managers at INTO North America and multiple INTO Centers by compiling and maintaining the accounting and finance records. This position will perform a variety of finance and accounting functions within the Finance department related to one or more of the following functions: accounts payable, accounts receivable, record keeping, cash entries, bank reconciliations, intercompany reconciliations, month and year-end processes, including assisting with the annual financial statement audit.

Key accountabilities and duties

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:

- To support the Finance Manager to provide an efficient and cost-effective operation while delivering economies of scale
- Maintaining and achieving high levels of customer service satisfaction
- Establish and maintain good working relationships with INTO North America staff, Center Finance teams and partnering with University Staff.
- Maintaining accounting records:
 - Assists in the maintenance of the accounting records
 - Assists with year-end audits
 - Assists in maintaining fixed assets register, prepayment allocations, and monthly accruals
 - Acts as a liaison between Central Accounting and Center Finance Team
 - Maintains reports, spreadsheets, and reconciliations for INTO North America and Center records
- Processing of accounts payable
 - Processes invoices once all approvals have been received
 - Initiates vendor payment (wire/ACH) while answering any inquiries that arise
- Month-end responsibilities
 - Assists in monthly closings
 - Prepares analysis of accounts as required
 - Completes bank, credit card, account and intercompany reconciliations, including processing journal entries for corrections as needed
 - Assists with standard monthly journal entries as needed
- Perform other duties as assigned by management



Location

This position is located at our North America headquarters in San Diego, California

Competencies

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

- Problem solving-the individual identifies and resolves problems in a timely manner, gathers and analyses information skilfully
- 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
- Safety and security – the individual observes safety and security procedures and uses equipment and materials properly
- Autonomy- the individual is able to work constructively and responsibly on his/her own for periods of time

Qualifications and Experience

- Bachelor's degree in Business with an accounting or finance emphasis is preferred
- A minimum of 2 years related accounting experience and/or training, or equivalent combination of education and experience
- Working knowledge of accepted accounting standards and procedures, including experience with generally accepted accounting principles (GAAP)
- Experience working in a fast-paced and customer-focused environment
- Knowledgeable and comfortable working in standard business and professional tools and equipment.
- Experience working with MS Office (Excel, Word, Outlook) and working with accounting software packages
- Must have attention to detail and data accuracy
- The ability to prioritize and work on multiple projects while meeting competing deadlines
- Ability to analyze data and perform reconciliations of financial reports
- 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
- Approachable, works well in team structure and is able to work with a diverse group of people

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



PLEASE NOTE: YOU WILL ONLY BE ABLE TO UPLOAD A SINGLE DOCUMENT (PDF PREFERRED). BE SURE TO INCLUDE ALL OF YOUR PAGES TOGETHER AS ONE UPLOAD. ONCE YOU HAVE SUBMITTED, YOU WILL NOT BE ABLE TO GO BACK AND EDIT OR REAPPLY.

Open until filled.

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.