



Finance Assistant INTO North America

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 in the US, UK and Asia, including Oregon State University, University of South Florida, 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 'Senior Team Lead, Student Finance' with a dotted line to the 'Student Finance Manager'.

Job overview

The Finance Assistant supports students studying with our university partnerships in the US. A successful candidate will perform a variety of key finance functions related to student and sponsor accounts. This individual will interact with students, sponsor entities, regional staff, agents, and admissions teams concerning financial matters. 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
 - Generate student statements, review and categorize aged debt, and proactively follow up with students and sponsors where payments are outstanding or falling due
 - Apply installment plans to student accounts
 - Review daily banking activity and book student as well as sponsor payments against their accounts
 - Collaborate with INTO's central accounting department to process student refunds
 - Address student, parent, agent, and regional office financial queries regarding student accounts
 - Update 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, housing, insurance, and other fees
- Support assigned university partnerships:
 - Liaise with staff to ensure all enrolled students who require health insurance coverage and housing have updated accounts
 - Provide support regarding invoice reconciliation
 - Identify and process bad debt write-offs in adherence to policies
 - Perform price checks, including updating pricing resources periodically
 - Work on special projects and other duties as requested



Capabilities

- High attention to detail and ability to analyze data from various sources
- Ability to work in a busy, fast-paced, and customer-focused environment
- Desire to engage with students and staff across the globe with a commitment to exceptional customer service
- Capacity to build effective working relationships with colleagues both inside and outside finance teams
- Effective in working with accounting/operational software platforms
- 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
- Prioritization and organizational skills to ensure deadlines are met (under minimal supervision as needed)
- Commitment to excellence in contributing to a positive workplace
- Flexibility to adapt to evolving processes and ability to problem solve effectively

Location

This is a remote position with the option to work one or two day(s) a week if based in the San Diego area; however, travel may be required (two or three times annually) to our university partners on an as needed basis. If required, 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 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 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 following link to submit your resume & cover letter.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=425312&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/elkl4wvp/into-applicant-privacy-notice-ccpa.pdf>