

# The School of American Ballet

AT LINCOLN CENTER

## BURSAR

The School of American Ballet (SAB), located at Lincoln Center for the Performing Arts in New York City, seeks a full-time Bursar. SAB is the official academy of New York City Ballet and enrolls almost 900 students annually in its winter and summer training programs. It is an independent 501(c) (3) not-for-profit organization. As a member of the Finance department, the Bursar is responsible for student billing, collections, disbursements, and maintenance of student accounts. The Bursar also handles bank deposits and income posting. This position requires strong accounting, reconciliation, and communication skills.

Key areas of responsibility include:

- Create and distribute electronic tuition agreements to invited families, and assist families in completing agreements.
- Act as liaison between the School and TADS, third party tuition payment processing company.
- Record student tuition, fees and other receivables in TADS tuition management module and school's general ledger.
- Prepare monthly reconciliation of student accounts and lead monthly staff student billing review meetings.
- Monitor accounts receivable and manage tuition collection process.
- Process incidental billing, refunds and other adjustments to student accounts.
- Communicate with families regarding tuition and billing related inquiries.
- Responsible for processing all bank deposits and posting of income received via cash, check, credit card or electronic transfer.
- Participate in year-end closing, and annual audit.
- Perform other duties as assigned.

The ideal candidate will have these qualifications:

- Bachelor's degree in Business Administration, Accounting, or a related field of study
- Strong understanding of accounting principles
- At least 2 to 3 years' experience in a school or not-for-profit administration setting
- Experience with cash collection procedures
- Strong verbal and written communication skills
- Experience with Blackbaud's Financial Edge and TADS tuition management systems helpful
- Excellent Excel and Word skills
- Ability to multi-task, work under pressure, prioritize, and meet deadlines
- Exhibit discretion and professionalism

Submit resume and cover letter with expected salary to [finance@sab.org](mailto:finance@sab.org). Qualified candidates will be contacted. **No phone calls or agencies please.** Superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits. The School of American Ballet is an equal opportunity employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.