

# The School of American Ballet

AT LINCOLN CENTER

## FINANCE AND STUDENT BILLING ASSISTANT

The School of American Ballet (SAB), located at Lincoln Center for the Performing Arts in New York City, seeks a full-time Finance and Student Billing Assistant. 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 Finance and Student Billing Assistant has responsibility for a range of finance and accounting duties and the School's student billing function and requires strong accounting, reconciliation, and communication skills. This position reports to the Budget and Financial Analysis Manager.

### Primary Responsibilities:

#### Student Billing

- 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.

#### Finance and Accounting

- Process bank deposits and post income received via cash, check, credit card or electronic transfer in general ledger.
- Review and record corporate credit cards expense activity.
- Participate in year-end closing, annual audit, and tax filings.
- Perform other duties as assigned.

### Qualifications:

- Bachelor's degree is required; preferably with specialization in Accounting or Business Administration
- Strong understanding of accounting principles
- At least 2 to 3 years' of related work experience
- Strong verbal and written communication skills
- Experience with Blackbaud's Financial Edge and TADS tuition management systems helpful
- Excellent attention to detail and accuracy
- 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.