

FINANCE AND STUDENT BILLING ASSISTANT

The School of American Ballet (SAB) 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. The Finance and Student Billing Assistant is part of the team (five full time staff) who manage the School's \$15.5 million operating budget and provide financial and administrative support to other departments. This position reports to the Senior Manager, Budget and Financial Analysis. SAB is currently on a staggered schedule, alternating working remotely and on-site. The proper candidate must be very flexible and able to navigate electronic files efficiently and effectively.

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 My School Bucks (MSB), third party tuition payment processing company
- Record student tuition, fees and other receivables in MSB billing 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, ensuring timely and complete collection of all charges
- Process incidental billing, refunds and other adjustments to student accounts
- Coordinate with Registrar in Public Relations, Recruiting and Outreach department regarding family communications
- Communicate with families regarding tuition and billing related inquiries

FINANCE

- Perform general ledger account reconciliations and prepare journal entries
- Assist with operating budget preparation and updates, year-end audit, and annual tax filing
- Process monthly payments for student assistants
- Responsible for PP&E accounting and records
- Record monthly corporate credit card expense activity
- Other duties as assigned and provide back-up for other members of Finance staff

Qualifications:

- Bachelor's degree – accounting major preferred
- 2-3 years' of related work experience, non-profit background preferred
- Strong accounting, analysis and reporting skills
- Proficiency in Excel. Facility with integrated database systems helpful; familiarity with Blackbaud Financial Edge, MSB, and Power School advantageous, but not required
- Excellent writing, communication and interpersonal skills. Strong customer service orientation essential
- Experience with collections helpful.
- Ability to multi-task, work under pressure, prioritize and meet deadlines
- Must be very accurate and detail oriented
- Discretion, confidentiality and professionalism essential

Submit resume and cover letter with expected salary to finance@sab.org. Qualified candidates will be contacted. **No phone calls or agencies please.** Superior benefit package, including health benefits, and four weeks vacation (plus two holiday weeks in December).

The School of American Ballet is an Equal Opportunity Employer. It is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.

October 8, 2020