



## FINANCE AND STUDENT BILLING ASSISTANT

### Organization Overview

The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of students to train at the highest level – with 20-25 a year going on to dance for New York City Ballet, our official but independent company, and other major ballet companies worldwide. SAB has a far-reaching impact on the art form and enriches the lives of each student who comes through our doors, over 1,000 annually.

### Position Description

The Finance and Student Billing Assistant is part of the team (five full time staff) who manage the School's \$14.5 million operating budget and provide financial and administrative support to other departments to ensure the financial integrity of the organization. This position reports to the Senior Manager, Budget and Financial Analysis. SAB administrative staff is currently on a hybrid schedule, alternating working remotely and on-site.

### Primary Responsibilities:

#### **STUDENT BILLING**

- Create and distribute electronic tuition invoices to invited families, and assist families in completing tuition payments
- 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
- Lead monthly staff student billing review meetings
- Monitor tuition receivable and manage 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
- Assist families regarding tuition and billing related inquiries, and follow up with families as needed

#### **FINANCE**

- Responsible for processing all bank deposits and posting of income received via cash, check, multiple credit card processors and electronic transfer in general ledger
- Perform general ledger account reconciliations and set up journal entries
- Assist with operating budget preparation and updates, year-end audit, and annual tax filings
- Process monthly payments for student assistants
- 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. Familiarity with Blackbaud's 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 use electronic files and processes efficiently and effectively
- Ability to multi-task, prioritize and meet deadlines
- Must be very accurate and detail oriented
- Conversational Spanish a plus
- Discretion, confidentiality and professionalism essential
- Commitment to SAB's mission and core values

Submit resume and cover letter with expected salary to [finance@sab.org](mailto:finance@sab.org) with the email subject "Finance and Student Billing Assistant." Please mention how you learned of the posting. Qualified candidates will be contacted. **No phone calls or agencies please.**

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.

July 20, 2021