

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Senior Financial Analyst
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Senior Financial Analyst, AFI Conservatory, works in collaboration with the Vice Dean, Administration on budget development, projections, and in support of a rich portfolio of academic programs and initiatives. The Analyst also tracks Conservatory expenses to ensure they are in line with approved budgets.

The Senior Financial Analyst also serves as the Bursar for the AFI Conservatory, and as such is the primary contact for Fellows regarding tuition payments and fees. This includes tuition collection, Fellow billing, fellow account receivables, and disbursement of financial aid awards.

PRINCIPAL DUTIES:

- Works in collaboration with the Vice Dean, Administration to plan and review financial performance, assist with forecasting and budgeting and any other areas needed as it relates to the management of the Conservatory budget.
- Contributes to annual budget planning and projections for the Conservatory.
- Track expenses against approved Conservatory budget including faculty contract commitments and staffing requests.
- Reconciles expenses against the Finance department records on an on-going basis.
- Provides monthly reconciliation reports to the Financial Aid and AFI Accounts Receivable team.
- Creates reports on the overall status of enrolled fellows and the total tuition picture, including tuition and fees payment and outstanding payment plans.
- In collaboration with the Director, Financial Aid, manages and monitors Fellow accounts. This includes tuition billing, receivables, and monthly reconciliation to ensure data accuracy.

- Disburses federal, private and institutional financial aid in accordance with federal cash management and institutional policies. Administers federal student aid (FSA) refunds as applicable.
- Prepares monthly fellow financial report on tuition balances.
- Implements and maintains fellow promissory notes for unpaid tuition and fees.
- Prepares and ensures timely e-disbursement of tax statements (1098T) to applicable Fellows following Federal guidelines.
- Contributes to the annual institution-wide financial audit with an accounting of the distribution of federal student aid funds.
- Collaborate on an ad-hoc basis with other AFI Conservatory teams on the completion of the annual IPEDS, NASAD, WASC and AFI reports.
- Performs other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Two to four years' experience in finance and accounting; prior experience in an educational setting a plus.
- Demonstrated knowledge of budgeting and forecasting principles.
- Familiarity with student accounting practices and federal cash management regulations as they relate to the disbursement of Title IV funds strongly preferred.
- Proficiency in the use of Excel, and other finance and accounting software; knowledge of student financial information systems, such as Empower, preferred.
- Experience working with accounting and billing processes.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- Strong analytic and problem solving skills and the ability to effectively apply them to a diverse set of situations.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities and the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.

- Capacity to thrive in the exciting, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Highly skilled at using technology tools, especially on a Mac platform.
- Ability to work effectively under pressure.
- Personal integrity and the ability to inspire credibility, confidence and trust.

SUPERVISION:

The Senior Financial Analyst, AFI Conservatory performs all duties and responsibilities under the guidance and supervision of the Vice Dean, Administration.
