

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Manager, Fellow Accounts and Finance
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Manager, Fellow Accounts and Finance, AFI Conservatory, serves as the Bursar for the AFI Conservatory, and as such is the primary contact for Fellows regarding tuition payments and fees. This includes but is not limited to tuition collection, Fellow billing and accounts receivable and disbursement of financial aid awards.

The Manager, Fellow Accounts and Finance also works in collaboration with the Vice Dean, Administration on budget development, projections and in support of a rich portfolio of academic programs and initiatives while also tracking Conservatory expenses to ensure adherence to approved budgets.

PRINCIPAL DUTIES:

- Manage and monitor Fellow accounts, ensuring consistent data accuracy; this includes but is not limited to tuition billing, receivables, payment plans and monthly reconciliation.
- Run monthly fellow financial reports on tuition balances, and collections efforts, and report findings to Conservatory management.
- Working in collaboration with the Director, of Financial Aid, disburse federal, private and institutional financial aid in accordance with federal cash management and institutional policies; Administer federal student aid (FSA) refunds as applicable.
- Disburse electronic tax statements (1098T) to applicable Fellows in a timely manner, following Federal guidelines
- Contribute to the annual institution-wide financial audit with an accounting of the distribution of federal student aid funds.
- Provide monthly reconciliation reports to the Financial Aid and the AFI Accounts Receivable team.
- In collaboration with the Vice Dean, Administration, plan and review financial performance, assist with budgeting and forecasting and other duties relevant to the management of the Conservatory budget.
- Track expenses against approved Conservatory budget; this includes faculty contract commitments and staffing requests.

- Reconcile expenses against Finance department records on an on-going basis.
- Contribute to the annual budget planning and projection process for the Conservatory.
- 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 with a focus on higher education operations.
- Demonstrated knowledge of budgeting and forecasting principles.
- Proficiency in the use of Excel and other finance and accounting software
- Knowledge of student information systems; experience with Empower highly desirable.
- Familiarity with student accounting and billing processes and practices, collections, and federal cash management regulations as they relate to the disbursement of Department of Education Title IV funds strongly preferred.
- 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 Manager, Fellow Accounts and Finance, AFI Conservatory performs all duties and responsibilities under the guidance and supervision of the Vice Dean, Administration.

FULL-TIME If full-time, number of months per year 12
PART-TIME _____ If part-time, number of hours per week _____
REGULAR TEMPORARY _____

INCUMBENT NAME:

DOH:

Employee's Signature Date

Supervisor's Signature Date