

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

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

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Bursar and Fellow Accounts Manager 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 Bursar in collaboration with the Director of Financial Aid is also a principal collaborator to the AFI annual financial audit.

PRINCIPAL DUTIES:

- Manage the Fellow tuition financial billing and receivable program to ensure data accuracy by continually identifying and recommending quality controls.
- Manage and track Fellow payment plans to ensure all accounts remain in good standing.
- Disburse federal, private and institutional financial aid in accordance with federal cash management and institutional policies. This includes monthly G6/COD reconciliation reports of federally dispersed funds.
- Administer federal student aid (FSA) refunds as applicable.
- Monitor Fellow withdrawals to determine refunds and collaborate with the Director, Financial Aid on the return of any federal funds.
- Manage notifications and follow-ups with Fellows on payments and unpaid tuition and fees.
- Handle tax notifications (1098T) to Fellows in a timely manner, following guidelines established by the Federal government.
- Provide monthly reconciliation reports to AFI Accounts Receivable team to ensure tuition payments are booked to correct Conservatory accounts.
- Provide the Dean, Vice Dean, and CFO with reports on the overall status of enrolled Fellows and the total tuition picture, including tuition and fees payment and outstanding payment plans.

- Generate regular updates and maintain tuition payment reports – circulate to Admissions, Registrar and Director of Institutional Research, Director of Financial Aid, the Dean, Vice Dean and CFO as appropriate.
- Work closely with Admissions on entering Fellow deposit and tuition payments prior to start of each academic year.
- Participate in the annual audit by providing tracing and allocations for financial aid funds.
- Manage Fellow account module of the Student Information System (AY 2024/25 new system implementation and launch).
- Ensure prompt and accurate posting of Fellow payments and awards.
- Collaborate with other AFI Conservatory teams on the completion of the annual IPEDS, NASAD, WASC and AFI reports as needed
- Serve as the liaison between the AFI Conservatory and AFI Finance teams on Fellow .
- Performs other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum five (5) years experience in Financial Aid and/or Accounting with a focus on higher education operations.
- Proficiency in the use of accounting practices and software.
- Knowledge of student information systems; experience with Empower highly desirable.
- Familiarity cash management regulations as they relate to the disbursement of Title IV funds.
- Demonstrated track record of implementing strong financial and operational controls and reporting accuracy.
- Proven skills in formulating policy and developing and implementing new strategies and procedures.
- Strong analytic and problem solving skills and the ability to effectively apply them to a diverse set of situations.
- Exceptional time management, organizational and interpersonal skills, including a commitment to strategic and operational planning and excellence.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- 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 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.
- Excellent computer skills with strong knowledge in Microsoft Word and Excel, FileMaker Pro, and QuickBooks.
- Ability to work effectively under pressure.
- Personal integrity and the ability to inspire credibility, confidence and trust.

Salary- \$70,000 - \$75,000