

# Pittsburgh Ballet Theatre

## Position Description

**Position:** School Registrar and Finance Manager

**FLSA Status:** Exempt

**Classification:** Full-Time

### Position Summary

The School Registrar and Finance Manager is a front-line administrative professional at PBT School, contributing to the effective running of the school, providing financial and administrative support. The position is responsible for meeting and greeting families and students to educate and create understanding, cooperation, and support of School programs. This position manages the student registration process, serves as a custodian of student accounts, and is responsible for school financial reporting and payroll processing. This position also supports daily school office procedures, and provides assistance and support to parents, students, and public as needed.

### Position Responsibilities

1. Primary Daily Administrative functions include:
  - Serve as a first point of contact for the school students and families, guiding patrons through the registration process and responding to account and general questions with exceptional customer service
  - Regularly interact with enrolled students and parents, promptly responding to their inquiries and needs
  - Coordinates student absences, make-up and placement classes, etc., daily for department.
  - Update informational spreadsheets, such as absences, placement classes, mail lists etc.
  - Manage student daily health issues and other concerns, recording/communicating injuries, assisting with arranging doctor/therapist appointments as needed, and informing School Directors and DSO (Director of School Operations) of student illness, accident and/or injury.
  - Seek ways to advance and improve operational processes and mechanisms
  - Daily assignment of clerical duties related to the operation of the PBT school as assigned
  - Liaise with School Faculty
2. Primary Registrar functions include:
  - Processes registration and payments for all School programs including school-year classes, summer programs, and auditions
  - Create and maintain student accounts in school databases and files
  - Create rosters, updating as necessary, replenish roster folders
  - Create and manage customer payment plans
  - Support with data entry of audition tour results
3. Primary Financial Management functions include:
  - Accounts Receivable processing: Data entry of received payments including tuition and other income, update of student accounts, processing credit card payments.
  - Manage Accounts Receivables for student accounts – including account holder notifications, and occasionally with Collection Agency as needed.
  - Generate A/R reports for DSO.
  - Generate and reconcile financial deposits for PBT Accounting Department.
  - Manage P.O.S. activity and accounting (Square, MindBody).
  - Payroll Processing. Data entry for preparation bi-weekly timesheets and delivering timesheets to the Accounting Department, maintaining payroll files.
  - Collaborate with DSO on all Financial Reporting and Budgeting when needed.
  - Manage Financial Aid application process.
  - Ensure the School office remains in compliance with local, state, and federal financial regulations.
4. Other Administrative functions include:
  - Support in the process of student evaluations.

- Attending public performances and other school related events, as scheduled, for the purpose of assisting with school students included in the performance and promoting for the school.
- Collaborate with other departments on related School projects, including Development, Marketing, Production, and Education.
- Supervise Parent Volunteers as needed.
- Support department with all logistics including student dormitory housing check-in/check-out, daily lunch monitoring, and excursion preparation.
- Support DSO with dormitory operations as needed.
- Processes ticket requests for volunteer and staff as needed.
- Must be able to work some evenings and weekends throughout the year (estimated monthly).
- Assist with PBT Front Desk operations as needed.
- Other duties, including daily assignment of clerical duties, related to the operation of the PBT School as assigned.

### **Qualifications**

Bachelor's degree in business, arts administration, or equivalent professional experience; minimum two years' job-related office management experience. Background in finance or accounting preferred. Supervisory experience useful. Ability to deal effectively with demanding situations in a calm manner.

### **Essential Skills and Experience**

- Planning and Organizational skills
- Strong interpersonal skills
- Computer literacy; proficiency in MS Office
- Ability to effectively communicate, both orally and in writing to a variety of constituencies
- Customer service skills, ability to multi-task
- Regular and reliable attendance

### **Physical/Equipment Operation Requirements:**

Physical requirements include lifting of boxes and materials (20 lb limit), writing, typing, talking on the phone, walking, standing and sitting. Operation requirements include the ability to drive an automobile, work on a computer, and operate and speak on a telephone.

**Hours of work:** Basic working hours are 7:45 a.m. – 4:45 p.m. Monday to Friday. This role will also require some local travel as well as night and weekend work. Workweek hours will be adjusted upon mutual agreement between employee and employer.

**To apply, please send cover letter and resume to Shelly Swartz at [sswartz@pittsburghballet.org](mailto:sswartz@pittsburghballet.org). No phone calls please.**

*Pittsburgh Ballet Theatre is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability or marital status.*