

Thursday, September 11, 2014

## Business Office Assistant - Part-time

Company: Alvin Ailey American Dance Theater

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Job Title: Part-time (20 hours per week) Business Office Assistant – The Ailey School  
 Organization: Alvin Ailey Dance Foundation, Inc.  
 Location: New York, NY  
 Website: <http://www.alvinailey.org>

Alvin Ailey American Dance Theater, one of the world's premier dance institutions, is seeking a motivated, customer service oriented and detail oriented team player to work in The Ailey School's Business Office. The Ailey School, one of the nation's preeminent dance training institutions, enrolls more than 1500 students annually. The Business Office Assistant will report to the Business Manager and be responsible for supporting the daily administrative duties for the school's Bursar and Business Manager.

Responsibilities include but not limited to:

Answer phone and emails for questions about tuition payments for the school's Professional Division, First Steps and Junior Division Programs.  
 Assist with the processing of payments for enrolling students in all of the school's programs.  
 Assist with the management of payment plans and follow-up with past due accounts.  
 Assist with managing accurate entries into student billing – charges, payments, credits, financial aid and adjustments.  
 Send receipts and confirmation of payments.  
 Accept payments by phone and in person  
  
 Assist with payroll, payroll check distribution, and monthly payroll reconciliation and payroll errors.  
 Assist with accounts payable and receivables.  
 Assist with student Housing payment processing and posting. Follow-up with past due accounts.  
 Assist with school statistical reporting.  
 Assist with school's human resource function – Processing new hire forms and associated ID, paid sick leave tracking, updating employee contact information  
 Special projects as needed

Skills/Qualifications:

Bachelor's Degree with experience in bookkeeping and data entry.  
 Prior experience in an arts related organization or school.  
 Must possess strong interpersonal, verbal, and written skills; with a pleasant telephone manner and a clear email communication style.  
 Detail-oriented with the ability to prioritize tasks and meet deadlines and the ability to handle confidential information.  
 Must have strong computer skills including Microsoft Word, Excel, student billing and database experience.  
 Must be a willing and flexible team player, showing initiative to do what needs to be done to get the job done.

To apply for this position please submit the following to [Aileyschooljobs@alvinailey.org](mailto:Aileyschooljobs@alvinailey.org) and include in the subject line Business Office Assistant:

Resume in PDF format  
 Cover letter detailing your interest in this position.  
 Contact information for two professional references

No phone calls please.

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

Alvin Ailey American Dance Theater

For more information:  
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