

Tuesday, July 29, 2025

Bookkeeper and Database Coordinator

Company: American Repertory Ballet | Princeton Ballet School
Location: Princeton, NJ
Compensation: \$50,000

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Position Bookkeeper and Database Coordinator

Company Princeton Ballet Society dba Princeton Ballet School (PBS) and American Repertory Ballet (ARB), with locations in Princeton, Cranbury, and New Brunswick, New Jersey, USA.

Reporting Relationships Reports to the Finance Director and the Development Director

Job Type Non-Exempt. Full-time work to be completed primarily in the Princeton office, with some opportunity for remote work when possible. There may be travel associated with this position. Some evening and weekend hours may be required.

Organization Overview

The Princeton Ballet Society's mission is to nurture a lifelong love of dance and lift the collective spirit through excellent, relevant, and accessible artistic and educational programs, with a focus on classical ballet. This mission is fulfilled through three distinct but unified parts of the organization: American Repertory Ballet (ARB), the preeminent ballet company in NJ; Princeton Ballet School (PBS), one of the largest non-profit dance schools in the nation; and ARB's Access & Enrichment initiatives, programs designed to enrich students and the local community to the art form of dance, as active participants and informed observers, and to develop life-long dance enthusiasts.

Position Overview

The Bookkeeper and Database Coordinator provides critical support in areas of School administration, finance, and development. The best candidate for this position is very detail oriented, dependable, highly proficient in Raiser's Edge, and has excellent customer service skills. Responsibilities include:

Bookkeeper

- Manage accounts receivable for school tuition
- Prepare all student tuition invoices for billing purposes
- Track and update tuition (billing schedules, fees/discounts, special programs)
- Collect tuition and develop payment plans as necessary, including financial aid payments and fees from DANCE POWER Scholars
- Collect with incentives/disincentives (restricting costumes, performances, classes or "discounts")
- Process all student tuition for school enrollments via merchant services or checks
- Answer questions from students and families regarding bills/payments/payment plans
- Work with Business Manager and Finance Director to prepare deposit summary reports and accounts receivable reports that reconcile with QuickBooks
- Process Open Enrollment payments at the front desk
- Prepare daily deposit spreadsheet for all payments and contributions
- Make bank deposits as needed

Database Coordinator

Jackrabbit (for student registrations)

- Maintain database with 500+ students, with support from Office Manager
- Setup enrollment for new students
- Prepare weekly enrollment reports

Raiser's Edge (for donors and prospects)

- Maintain database with 750+ donors and prospects, with support from Development team
- Process all donor gifts (made online, via check, wire, etc) and enter into Raiser's Edge
- Pull donor reports as needed
- Reconcile database with Business Manager or Finance Director monthly
- Maintain database special events module

Required skills and qualifications

- Experience in Blackbaud Raiser's Edge Database Software
- Excellent organizational skills including multitasking, time management, and attention to detail
- Ability to be adaptable and work well with others in a collaborative environment
- Ability to build and maintain positive business relationships

Preferred skills and qualifications

- Bachelor's Degree
- Experience in Jackrabbit Database Software

Compensation

Annual salary of \$50,000 in addition to paid time off, health and dental benefits, a 4013b retirement plan, free Open Enrollment classes at Princeton Ballet School, and tuition benefits for employee's children to attend classes, if applicable.

To apply, send a cover letter and resume to hr@arballet.org.

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