

Education Business Manager

Job Posting

The Education Business Manager provides excellent customer service in support of our goals for our community music school and community partnerships programs.

The primary responsibility of the Education Business Manager is to oversee financial operations of the educational programs of the RI Philharmonic which include a large community music school and programs in the community.

The ideal Education Business Manager is a dependable, detail oriented, a strong communicator with excellent customer service and organization skills. The Education Business Manager is curious, and data driven along with being knowledgeable and experienced in accounting system software and standard accounting practices. The Education Business Manager is a leader and an integral member of a dynamic and supportive education team and faculty that is dedicated to creating great musical experiences and providing excellent educational programming. We pride ourselves on doing everything possible to ensure our student musicians can take advantage of all our school and education programs has to offer.

Work Schedule

Mondays through Fridays 9am to 5pm
Additional hours as needed

Primary Responsibilities Include:

- Provide timely, quality service and an excellent experience to our customers.
- Maintain general ledger via software. Run daily transaction and failed transaction reports to compare with accounts receivable.
- Administer Financial Aid program.
- Oversees all student payment plans, delinquent accounts and administrative holds. Answer student billing questions. Provides coaching to education staff on responses to billing questions.
- Complete biweekly faculty payroll transmittal and amendments.
- Serve as lead staff for statistical reporting for the music school, including but not limited to; monthly A/R, financial aid, cash flow/projection reports, monthly revenue analysis reports, student retention reports and withdrawal reports. Perform end of fiscal year closing procedures.
- Advise Director of Education and Finance Director in management of tuition program finances, policies and changes.
- Work with Director of Finance to ensure accounting procedures follow federal and state regulations.
- Researches and facilitates fiscal policy development and implementation for education programs.
- Data entry for A/P invoices.
- Facilitate check runs for payment of vendors.
- Conduct simple GL reconciliations.
- Approve financial information on all communication (brochures, mailings, etc.)
- Develop Core and Summer calendars for approval
- Able to execute all functions of music school software system.
- Along with other education team members, serve as back up support personnel for branch coverage.
- Other responsibilities, projects or duties as required.

Essential Qualifications

- Bachelor's degree required.
- Minimum of four-years of bookkeeping, accounting or finance experience.
- Proficient in computer skills, fluency in Microsoft Word, Excel and PC accounting software.
- Detail oriented. Efficient and accurate data entry skills

- Database management experience
- Excellent organizational skills
- Professional and engaging interpersonal skills
- Ability to work independently and as an effective team member
- Professional telephone manner
- Ability to assimilate new activities/information quickly in a fast-paced environment
- Willing to learn and grow quickly. Flexible and open to strategic experimentation.
- A reliable self-starter with the ability to roll up your sleeves and pitch in wherever and whenever necessary.

To apply, please send a resume, cover letter and references to amozzoni@riphil.org The subject line of the email should state "Education Business Manager". Submitted resumes without a cover letter will not be considered. No phone calls please.