



Bursar

Reporting to the Business Manager, and working closely with the Registrar, Director of Finance, and President and CEO, develops deferred payment plans, criteria for referral to collections, and the review and decision-making process for delinquent accounts. The Bursar processes HSA student, adult, and summer camp registration payments, generating various cash, delinquent accounts, and registration status reports as requested. HSA is an equal opportunity employer.

The ideal candidate will have at least 3-5 years experience as a school administrator working closely with parents, students and staff in admissions and/or registration. A quick learner, the candidate will be extremely well-organized, detail oriented, customer service focused, enjoy being a part of a team, and work well under pressure. They will have demonstrated proficiencies using Microsoft Office Suite, MindBody, and database maintenance using Education Edge, Blackbaud, and Raisers Edge, and be able to work Tuesday–Fridays 10AM to 6PM and Saturdays 9AM to 5PM.

Interested candidates should submit:

- A cover letter including salary requirements
- A resume

Via email: With "Bursar" in the subject line, email to: jobs@hsanyc.org

Via mail: Human Resources - BURSAR, The Harlem School of the Arts, 645 Saint Nicholas Avenue, New York, NY 10030

No phone calls, please.