



Job Title: Registrar/Controller

Reports to: President

Employment Status: Full Time, Exempt

Position Description:

The Registrar/Controller is the primary financial support staff member for the organization. Working with the President, this person is responsible for the timely and accurate keeping of all student and financial records.

Day-to day duties include:

- Enter all registration information for classes, ensembles, festivals and competitions completely and accurately into accounting system and contact management system.
- Prepare financial aid application worksheets for and assist in reviewing decisions with President.
- Prepare accurate and appropriate invoices and statements for dissemination to parents, donors and other stakeholders. Communicate with these stakeholders using a customer service oriented mindset.
- Maintain accounts receivable account and report on status on a regular basis to President.
- Maintain accounts payable account and issue checks for President to sign.
- Reconcile all bank statements monthly. Prepare documents for and manage annual audit internally.
- Assist the President in developing the annual budget.
- Prepare and distribute financial reports to Board Treasurer and committees. Interface with Board members effectively.
- Process payroll monthly for all faculty and staff.
- Keep office, building and concession supplies on hand.
- Contract for building maintenance issues as needed.
- Have a pulse on financial health of the organization. Proactively develop recommendations and suggestions for how to improve quality of experience for students in the program.

Qualifications:

- Bachelor's degree in accounting and three years of experience maintaining books for a school or non-profit organization, or Associate's degree and five years of experience in the same.
- Advanced knowledge of and proficiency with Quickbooks online required. Advanced knowledge of Microsoft Access and/or extensive knowledge of relational databases and how they work and report data.
- Advanced knowledge of Microsoft Excel, Word and PowerPoint. Comfortable using and troubleshooting office equipment.
- Careful attention to detail, enjoys working with lots of detailed data and making sure it is clearly and accurately inputted and reported.
- Excellent organizational, analytical, and communication skills.
- Uncompromising integrity and good moral character. Calm under pressure.
- Knowledge of paperless office operations preferred.

To apply for this position, please submit a resume and salary history to mya@mya.org. This position is open in mid-December and priority will be given to applicants who apply early.

Midwest Young Artists Conservatory is an equal opportunity employer.