



Position: Finance Analyst
Reports to: Director of Operations
Organization: After-School All-Stars
Location: Los Angeles, CA

Organization Background:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 children in need on nearly 350 school sites in 17 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming. After-School All-Stars gives its students a safe-haven during the "danger zone" hours of 3pm-6pm—the time of day when youth violence, drug use and other delinquent behaviors are most likely to occur. By creating caring youth adult relationships and incorporating service learning into all that we do, we help our All-Stars gain the confidence, skills and role models they need to become leaders in their community.

A Unique Opportunity

After-School All-Stars is currently seeking a Finance Analyst (FA) to help support the headquarters of a non-profit. The FA will be a key member of the Operations Team with responsibilities in finance, accounting, and business operations. The FA can expect to gain a wealth of experience in non-profit accounting.

Specific Responsibilities:

- Work with Director of Operations and back office accounting firm to manage accounts payable/receivable for the national office and shared chapters including tracking of net assets and restricted funding
- Manage ASAS in-kind donations and reporting
- Assist with the yearly preparation of the Audit/990
- Receive and track revenue for the national office and shared chapters
- Cultivate and maintain relationships between the ASAS national office, accounting firm and the broader ASAS network.
- Manage contracts with vendors to maximize efficiency and minimize cost, establishing new procedures where necessary
- Organize and maintain files, records and guides as it relates to finance/accounting.
- Word processing, filing, and photocopying
- Salesforce data entry
- Perform administrative duties as necessary

Who should apply?

The FA will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The successful candidate should have one to two years of accounting experience through work or school, preferably in a nonprofit office setting. Undergraduate degree preferred.

- Organized with excellent written communication skills
- Dependable, conscientious, detail oriented and capable of managing deadlines
- Capable of working independently as well as part of a team
- Flexible and able to adapt to changing position demands

- Self-starter
- Knowledge of Microsoft Office is required
- Ability to work under time constraints and meet deadlines
- Pride in self, work and organization with tasks performed at a high level of accuracy

Salary and Benefits:

This is a full-time position with a starting salary of \$20 hour. ASAS offers competitive benefits including, but not limited to health, dental, vision, and an employer match for our 403(b) plan.

How to apply:

Please submit a cover letter and resume via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars.

Please put “Finance Analyst” and your last name in the subject heading.

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org