



**Position:** Finance Analyst

**Organization:** After School All-Stars

**Location:** National Headquarters in Los Angeles, CA

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

#### **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 and will be reporting to the Director of Operations.

#### **SPECIFIC REQUIREMENTS:**

- Reconciles monthly American Express account totals ensuring expense reports tie to general ledger every month
- 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:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.



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ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

**HOW TO APPLY FOR THE FINANCE ANALYST ROLE:**

Submit a cover letter and resume via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Your cover letter should be in PDF format, addressed to the Recruiting Manager, and indicate how your experience is relevant to this role with [After-School All-Stars](http://www.afterschoolallstars.org). Please include "Finance Analyst" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)