



Position: Government Grant Manager

Organization: After School All-Stars

Location: Open (Preferably Los Angeles, Washington D.C., New York)

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:

The Government Grant Manager will work heavily with the Director of Finance & Operations, the finance team, and After-School All-Stars external accounting firm to ensure the compliance of all State, Federal and Local government grants, as well as, support the development team during the submission of new granting opportunities. This position will report to the Director of Finance & Operations and work cross-functionally with other departments and shared chapter staff. The Government Grant Manager will also work on special projects aimed at streamlining and refining current After-School All-Stars accounting workflows.

SPECIFIC RESPONSIBILITIES:

- Ability to manage 1-2 Finance Analysts, in-person and/or remote
- Review federal grant coding (21st Century, AmeriCorps, OJJDP) expenditures such as expense reports, invoices and contracts. Ensuring compliance and adherence to After-School All-Stars fiscal policies and procedures
- Strategic thinker with the ability to analyze and advise on existing, new and pending funding
- Oversee payroll allocations on federal, local and state grants
- Collaborate with development team on grant budgets and proposals
- Reconciles monthly American Express account totals ensuring expense reports tie to general ledger every month
- Prepare journal entries and account reconciliations
- Perform salesforce data entry and quality information management related to financial grant compliance
- Work closely with Director of Finance & Operations and Chapter staff to identify areas of concern regarding grant compliance and chapter finances
- Prepare monthly grant reimbursements, ensuring timeliness, accuracy, and compliance with grant agreement terms
- Ensure appropriate grant documentation is prepared and maintained to support reporting and annual audits
- Support Director of Finance & Operations with the management of the Net Assets Schedule
- Notify Director of Finance & Operations on grant spend-down amounts
- Support Director of Finance & Operations during annual Audit/990
- Partner with HR to highlight and correct grant payroll allocation discrepancies
- Follow up with external agencies, vendor or independent chapters on delinquent invoices
- Assist Director of Finance & Operations during annual budget creation process
- Support and/or collaborate with other members of the Operations/HR team on special projects as needed

WHO SHOULD APPLY?

The Government Grant Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required, and preferred to be in accounting, finance, business or a related field. The successful candidate will be extremely organized and detail oriented, have excellent interpersonal and strong communication skills, and be capable of multi-tasking and juggling multiple priorities and deadlines.



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A minimum of 5-7 years of hands-on accounting experience and a solid understanding of grants, non-profit accounting, revenue recognition, cost allocations and single audit requirements. Proven ability to handle confidential information with discretion and experience in post-award management of federal grants, foundations grants and contracts, including budgeting and financial reporting for multi-funded projects. The candidate should also have knowledge of generally accepting accounting principles, general ledger, and financial analysis. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position. Knowledge of Microsoft Office 365 and Salesforce CRM is preferred.

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.

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

HOW TO APPLY FOR THE GOVERNMENT GRANT MANAGER ROLE:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and should indicate how your experience is relevant to this role with [After-School All-Stars](http://www.afterschoolallstars.org). Please put "Government Grant Manager" 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