



Position: Executive Vice President of Finance and Operations

Organization: After School All-Stars

Location: Los Angeles

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to middle school aged youth in school sites across the U.S. After-School All-Stars provides free, comprehensive after-school programs that keep children safe and help them succeed in school and life. 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 an Executive Vice President of Finance and Operations to join our National Executive team. The EVP of Finance and Operations will oversee our Finance and Operations division and offer support to our HR division. The EVP of Finance and Operations will report into the CEO and will have direct oversight from the National Board Treasurer. The role will have 2 or 3 direct reports, director level and above.

SPECIFIC RESPONSIBILITIES:

Finance

Leadership/Strategy

- Oversee all aspects of the organization's finance function and performance. Develop and maintain credibility for all finance functions.
- Provide strategic financial input and leadership on issues affecting the organization; provide advice from a financial perspective on business agreements.
- Conduct assessment and orchestrate strategic oversight of bringing accounting in-house.
- Work with CEO on both long-term financial strategy and planning – including analysis of investments, determining the points of diminishing returns, identifying fiscal cliffs, long term revenue planning both nationally and locally.
- Attend Board and subcommittee meetings on a regular basis and provide financial perspective.
- Responsible for the past and present financial condition, while keeping an eye towards the future financial health.
- Train and increase awareness and knowledge related to fiscal management matters across the organization.
- Cultivate stakeholder relationships across various levels.

Fiscal Management, Budgeting and Audit

- Provide timely and accurate budgets, financial reports, and trend analyses to assist the CEO, the Board and other senior leaders in planning and decision-making.
- Oversee and lead the annual budgeting process, matching programmatic to financial goals; work with department heads to craft individual budgets; work with senior leadership to finalize a comprehensive plan that supports goals; coordinate the review and approval process with Finance and Executive Committees and Board of Directors.
- Develop a reliable cash flow projection process that addresses and reports operating cash needs.
- Oversee organizational dashboard and monitor trends to make recommendations and decisions, as necessary.
- Coordinate and lead the annual audit process, serve as liaison between auditors and the Audit Committee; facilitate completion and approval of audited statements and required annual filings.



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Operations

- Oversee all operations functions across the organization.
- Oversee legal situations as they arise.
- Identify best practices and improve internal standard operation procedures.
- Oversee Risk management.
- Oversee IT and systems and optimization opportunities as necessary.

Human Resources

- Provide support and backup to HR Director over organization's human resource function.

WHO SHOULD APPLY?

The EVP of Finance and Operations will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required, an MBA, CPA or related degree is preferred. The successful candidate will have at least fifteen years of overall professional experience with at least seven years of broad financial and administrative management experience.

The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area. The ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds. Grant management experience and experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.

A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders. A multi-tasker with the ability to wear many hats in a fast-paced environment.

SALARY AND BENEFITS:

The salary range for this position is commensurate with qualifications and experience of the individual candidate. This is a full-time, exempt position. ASAS offers competitive benefits including, but not limited to 18 days of paid time off, 17 paid holidays, flex time, health, dental, vision, and an employer match for our 403(b) plans.

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

HOW TO APPLY FOR THE EVP OF FINANCE AND OPERATIONS ROLE:

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