



Position: Senior Director of Compliance and Internal Audit

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 seeking a Senior Director of Compliance to join our National senior management team. This role will oversee local, state, and national compliance, controls, and audit functions. The Senior Director of Compliance will report directly to the President and will have direct oversight from the National Board Audit Committee. The role will not initially have any direct reports.

SPECIFIC RESPONSIBILITIES:

Compliance

- Oversee all aspects of the organization's compliance with government laws and regulations.
- Coordinate with organization management to identify potential risks.
- Work with organization management to develop appropriate internal company policies.
- Ensure the organization has clearly defined programs to comply with relevant local and federal laws.
- Monitor the organization's adherence to those policies and procedures.
- Identify and eliminate the risks of noncompliance.
- Report to senior management on the organization's compliance with laws & regulations.
- Periodically communicate with staff to ensure that everyone is aware of what they need to do to comply with internal and external laws and regulations and various grant and funding requirements.

Internal Audit

- Coordinate and lead the annual audit process, and serve as a liaison between auditors, Finance staff, and the Audit Committee of the Board of Directors.
- Attend Board subcommittee meetings on a regular basis and provide financial & risk perspectives.
- Provide risk management support
- Identifying any noncompliance
- Identify potential sources of waste or any suboptimal security of organizational assets.
- Review organizational accounting policies and procedures, technology systems, and legal liability.
- Identify any discrepancies between stated policies and actual business practices
- make recommendations on how to improve procedures and/or align them more closely with organizational goals.
- Cultivate stakeholder relationships across various levels.



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Develop a Corporate Compliance Plan

In collaboration with leadership, set up a plan to include the following policies, which are considered best practices for good governance:

1. Document retention policy
2. Conflict of interest policy
3. Whistleblower policy
4. Code of conduct policy

The individuals who are responsible for legal and compliance matters should review and evaluate the corporate governance documents with an eye on establishing standards and procedures and strengthening existing policies. Ensure that these are implemented and communicated.

Annual Filing and Reporting for Nonprofits

Ensure that all proper filings are done. Every year, nonprofit organizations must file Form 990, Form 990-EZ or Form 990-N with the Internal Revenue Service (IRS). The organization must also follow the guidelines for acknowledging donations and conducting an annual audit and they must be transparent on grants. Filling out the proper paperwork protects nonprofits against penalties.

WHO SHOULD APPLY?

The Senior Director of Compliance will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required, and 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 compliance/audit management experience.

The ideal candidate has experience in final responsibility for the quality and content of all financial data, reporting, and audit coordination for either a division or a 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. Excellent attention to detail to review large amounts of data and numbers. Good critical-thinking skills to gather all the available data and make informed decisions. Excellent research skills to find all related information needed.

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 the 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, life, and an employer match for our 403(b) plans.



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

HOW TO APPLY FOR THE SENIOR DIRECTOR OF COMPLIANCE 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 "Senior Director of Compliance and Internal Audit" 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)