



Position: Finance & Grant Manager

Organization: After School All-Stars

Location: Remote

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 Finance & Grant Manager will work collaboratively with the New York chapter staff and other finance department team members to ensure compliance with all State, Federal and Local government grants. This position will report to finance department management and work cross-functionally with other departments and shared chapter staff. The Finance and Grant Manager will also work on special projects aimed at streamlining and refining current After-School All-Stars accounting workflows.

SPECIFIC RESPONSIBILITIES:

- 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 using ASAS financial edge software
- Work with ASAS raiser's edge development and fundraising software to review grant award letters and relevant data flow to the financial edge financial system
- Work closely with finance department management 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
- Work with chapter and other finance department staff to review and update chapter Statement of Net Assets Schedule
- Monitor and periodically report on grant spend-down amounts
- Partner with HR to highlight and correct grant payroll allocation discrepancies
- Follow up with external agencies, vendor or independent chapters on delinquent invoices
- Work with chapter staff and other finance team members during annual budget creation process
- Support and/or collaborate with other members of the finance team on special projects as needed

APPLICANT REQUIREMENTS :

- The Finance & Grant Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive
- 4-6 years non-profit accounting experience preferred
- Blackbaud Financial Edge & Raiser's Edge experience a plus
- Bachelor's Degree Accounting or related field and experience
- Intermediate level of proficiency in Excel
- Excellent fiscal management skills, including ability to track, monitor, and allocate multiple, complex funding streams
- Proven capacity to successfully carry out fiscal management and oversight, budgeting, billing, and reporting processes and administration of federal and non-federal funds



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- Deep knowledge and experience in financial requirements of implementing New York City state agency grant programs, including NYCDOE and DYCD.
- Experience in New York PASSPort and HHS Accelerator Systems.
- Demonstrated ability to collaborate, communicate effectively, and advise non-finance leaders and team members.
- Solid understanding of nonprofit accounting, revenue recognition, cost allocations, and single audit requirements
- Knowledge of generally accepted accounting principles, general ledger, and financial analysis is a plus.
- Superior organizational, time management, and multi-tasking skills
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Experience in post-award management of federal and foundations grants and contracts, including budgeting and financial reporting for multi-funded projects
- Excellent interpersonal and communication skills: the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment and across various time zones
- Proven ability to handle confidential information with discretion
- Flexible and able to adapt to changing position demands
- Knowledge of Microsoft Office 365 is required

COMPETENCIES:

- Solid understanding of GAAP
- Attention to detail
- Deadline oriented
- Customer Service focus

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 and generous vacation time and paid holidays.

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

HOW TO APPLY FOR THE FINANCE & 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 "Finance & 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



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