



Position: Financial Edge Administrator

Organization: After-School All-Stars

Location: Los Angeles- Hybrid

Pay Range: \$80,000-\$100,000

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to school aged youth in school sites all 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 to hire an Financial Edge Administrator. The position is responsible for maintaining the general ledger for timely financial statements and managing the finance in-house operations with Financial Edge.

DUTIES AND RESPONSIBILITIES:

- Maintain Financial Edge and utilize the system to it's highest capacity
- Maintain General Ledger for timely Financial Statements and Reporting adhering to Generally Accepted Accounting Principles
- Assist in the implementation of Raisers Edge to speak directly to Financial Edge
- Oversee payroll allocations on federal, local and state grants
- Assists with Year-End and Contract Audits
- Reconcile Subledgers to General Ledger
- Maintain reconciliation audit schedules, workpapers and documentation for Controller review including but not limited to:
 - Cash and Investments
 - Receivables
 - Prepaids
 - Fixed Assets
 - Liabilities including Payroll
 - Net Assets
- Prepare Journal Entries: Accruals, Payroll, Reconciling, Depreciation, Amortization, Allocations for Controller review and Posting
- Review and Post Payables Entries, Cash and Receivable Entries
- Assist in the preparation and analysis of changes in financial position, budget variance analysis

APPLICANT REQUIREMENTS :

- 4-6 years non-profit accounting experience preferred
- Significant Financial Edge + Blackbaud experience
- Bachelor's Degree Accounting or related field and experience
- Intermediate level of proficiency in Excel
- Solid understanding of nonprofit accounting, revenue recognition, cost allocations, and single audit requirements



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- 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
- 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, 18 days of paid time off, and 25 paid organizational holidays (including one week at Thanksgiving and two weeks at each calendar year-end)

HOW TO APPLY:

Please submit a cover letter and resume via e-mail to: asasjobs@as-as.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put Financial Edge Administrator and your last name in the subject heading

ASAS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.