



**Title:** Staff Accountant  
**Job Location:** New York City, NY  
**Status:** Full Time Non-Exempt  
**Reports to:** Director of Finance and Administration

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

## **Job Summary**

This essential national position creates and maintains accurate non-profit financial records for the organization. The position handles reconciliations of cash and contributions, accounts payable and payroll processing, budget monitoring and preparation, and support to local and central financial functions. The Staff Accountant reports to the Director of Finance and Administration.

## **Primary Responsibilities**

### *Accounting*

- Process accounts payable, including coding, credit card, petty cash and project budgets reconciliations, check disbursements, 1099 reporting and filing.
- Analyze and reconcile cash receipts to Raiser's Edge files for accuracy and completeness.
- Prepare, reconcile, and record journal entries for various balance sheet account schedules including, but not limited to investments and cash accounts.
- Prepare audit schedules and assemble information for the annual audit.
- Prepare annual sales tax filing.
- Prepare various reports for Finance Committee Meetings.
- Perform payroll functions including preparing and submitting payroll to ADP and making appropriate journal entries.
- Participate in various department-wide initiatives including ad hoc reporting and special projects, as requested by the Director of Finance.

### *Internal Controls*

- Ensure the effective and efficient use of systems and participates in analyzing, designing, implementing and testing systems and process improvements.
- Follow all procedures as listed in the financial manual; recommend changes and updates for consideration and approval by CFO and Director of Finance and Administration.

### *Budgeting and budget monitoring*

- Assist in annual budgeting process, including, but not limited to creating various reports and projections.



- Monitor available funds for all projects and program budgets. Generate and distribute regular budget reports, communicate with various personnel on tracking, reporting, and projection of their respective budgets, research variances, and follow-up on any issues in a timely manner.

### *Business and administration*

- Maintain adequate event insurance. Get event information from producers and provide to insurance broker.
- Keep accurate corporate and accounting records in accordance with records retention policy.

### **Qualifications**

- Strong written and verbal communication skills. Ability to communicate clearly, effectively, and timely with internal and external partners
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work-load.
- Highly detail-oriented, organized, and motivated.
- Willingness to be flexible and adaptable in a fast-paced non-profit environment.
- Discretion and sensitivity in handling and safeguarding confidential information.
- Superb administrative skills including use of MS Word, intermediate Excel, and Outlook. Familiarity with Microsoft Power-BI or other data analytical tools is a plus.
- Experience with accounting programs. Working knowledge of Financial Edge is strongly preferred, but not required.
- Understanding of poverty-related issues and support for creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Bachelor degree in Accounting (or equivalent experience) and 3 years of accounting experience, preferably in the not-for-profit sector or audit experience in non-profit entities.

### **Compensation and Benefits**

Salary is commensurate with experience. Excellent benefit package.

### **About All Stars**

The All Stars Project is a growing \$11 million national non-profit organization with a mission to transform the lives of youth and poor communities, using the developmental power of performance, in partnership with caring adults. The All Stars Project's afterschool programs include hip-hop talent shows, training in theatre and the arts, and programs where we partner with the business community to help young people create a professional performance. Founded in 1981, the All Stars Project is headquartered in New York City, currently operates in six locations across the United States and reaches 10,000 young people from poor communities each year. All Stars Project is 100% privately funded, primarily by individual donors.

### **How to Apply**

Send resume and cover letter (Word or PDF format only) to [jobs@allstars.org](mailto:jobs@allstars.org). Please tell us why you're interested in this role! Indicate "Staff Accountant" in the subject line of your email for fastest consideration.

To learn more about All Stars Project, please visit our website at <https://allstars.org/>