



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Assistant Controller		<b>Location:</b> 400 Market Street, Suite 200
<b>Division:</b> Finance & Administration		<b>Unit:</b> Finance & Administration
<b>Reports to:</b> Controller		<b>Date Posted:</b> 2.28.17
<b>Benefits:</b> <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
<p><b>About PYN:</b>          PYN is an intermediary organization that works with cross-sector partners to expand access to services for underserved young people ages 12-24. PYN's vision is to alleviate poverty and inequity through education and employment. PYN's mission is to create coordinated systems which promote the attainment of academic achievement, economic opportunity and personal success. We know that Philadelphia struggles with challenges that have serious implications for not only our young people but for our city overall. Founded in 1999, PYN has always prioritized services to communities with limited resources and access to opportunity. Since its inception, PYN has secured more than \$500M dollars from public and private sources and managed more than 200 contracts with community-based organizations to create high-quality opportunities for more than 160,000 young people.</p>		
<p><b>About the Finance Department:</b>          The Finance Department (FD) is responsible for the financial operations of PYN in support of the organization's core functions. In doing so, among other responsibilities, the FD manages the organization's accounting functions, budgeting, cash and investments, capital assets, accounts receivable and payable, payroll and benefits, leases, insurance, audits, financial statement processing and compliance with government reporting requirements. The FD also administers the organization's contracting process for its consultant and provider agreements, contracts and subcontracts (contracts).</p>		
<p><b>General Description:</b>          Reporting to Controller, the Assistant Controller will be responsible for timely billing, collections of revenue and/or payments processing by collecting and/or overseeing the collection of revenue and the clearing of delinquent accounts. Assist with timely reconciliation of all major accounts. Researching new accounting requirements/information; organizing/summarizing data; presenting recommendations. Ensuring that all transactions are processed in accordance with an organization's policy, applicable laws and regulations and sound business practice.</p>		
<p><b>Essential Functions:</b>          Perform specific accounting functions including but not limited to:</p> <ul style="list-style-type: none"> <li>• Assist the Controller in overseeing all accounting and reporting systems to ensure compliance with appropriate GAAP standards and regulatory requirements.</li> <li>• Supervise Accounts Receivable, Accounts Payable and Payroll function</li> <li>• Complete monthly close process</li> <li>• Utilize Accounting systems to facilitate processes and maintain records.</li> </ul>		

- Analyze revenues and expenses to ensure they are recorded in accordance with GAAP
- Monthly revenue processing
- Prepare bi-weekly payroll journal entries
- Oversee monthly bank reconciliation process
- Prepare monthly account reconciliations of all major accounts
- Manage all journal entries and monthly accruals to ensure accuracy.
- Prepare financial statements and supporting schedules according to monthly close schedule
- Assist with analyzing financial statements on a monthly basis and report on variances.
- Participate in all facets of audits.
- Assist in documentation and monitoring of internal controls.
- Participate in the development and generation of reports for management, regulatory agencies and funders.
- Other duties as assigned.

**Education, Experience & Skills Required:**

- Bachelor's or higher degree in Accounting or Finance
- Strong knowledge of not-for-profit GAAP and financial reporting. Grants management as it relates to compliance and reporting of government (in particular OMB A-133), corporate and foundation grants is essential
- 5 years accounting/finance experience; CPA a plus, but not required
- 5+ years of work experience at similar or equivalent level in the not-for-profit industry preferred
- Proficiency with Microsoft Office applications
- Abila Fund accounting system experience desirable but not required
- Ability to analyze financial data and to prepare accurate reports in a timely fashion
- Outstanding accuracy and attention to detail
- Ability to meet assigned deadlines
- Ability to embrace, apply and reflect PYN's Core Values of Innovation, Respect, Responsibility, Excellence and Collaboration
- Ability to provide excellent customer service
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Ability to manage multiple projects in a high-paced environment which includes being highly self-motivated and disciplined
- Ability to act and operate independently with minimal daily direction from supervisor to accomplish objectives
- Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance, creativity, problem solving and results.
- Self-starter with ability to work independently and part of a team

**Supervisory Responsibility**

The Assistant Controller will have management responsibilities with two direct reports.

**Work Environment**

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud.

**Position Type/Expected Hours of Work**

This position may require long hours and occasional weekend work.

**Travel**

Travel is primarily local and generally occurs during the business day.

**Work Authorization/Security Clearance**

Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting).

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Interested candidates should send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**