



Philadelphia Youth Network, Inc. Job Description

Job Title: Finance Assistant		Location: 400 Market Street	
Division: Finance and Administration		Department: Finance	
Reports to: Assistant Controller		Date Posted:	
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern	
About the Philadelphia Youth Network: The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org .			
About the Finance Department: 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).			
General Description: Reporting to Assistant Controller, the Finance Assistant will be responsible for timely review of youth timesheets, contact providers to resolve any issues with timesheets and ensure all records are properly filed away.			

Essential Functions:

Perform timesheet reconciliation functions as follows and but not limited to:

- Review youth time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance - hours worked, signatures of youth, supervisor
- Compare hours worked with hours paid from ADP reports
- Update spreadsheet on daily basis
- Follow up with providers on weekly basis to resolve issues around timesheets. For example, missing timesheets, timesheets with issues and work with provider to resolve
- Compile youth time and payroll data from time sheets and other records.
- Record adjustments to pay related to previous errors or retroactive increases.
- File all approved timesheets according to the pay period and contract

Education, Experience & Skills Required:

- High School diploma. Associate preferred
- Strong verbal and written communication skills
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented with a high level of accuracy
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows and Office
- Ability to work evenings and weekends, as needed
- Familiarity with PYN initiatives is preferred, but not required

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.

Travel

Travel is local and occurs during the business day and on occasional weekends, as needed, throughout the City of Philadelphia to various locations via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-summer season.

Physical Demands

Physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee regularly communicates with business professionals at all levels. Employee must be able to exchange complex information accurately to a variety of internal and external audiences. The employee frequently moves about inside and outside the office. Frequently operates a computer and other office equipment such as copy machine, printers, telephone, etc.

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.