



Philadelphia Youth Network, Inc. Job Description

Job Title: Grant Analyst		Location: 400 Market Street, Suite 200	
Division: Finance		Department: Finance	
Reports to: Controller		Date Posted:	
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern	
<p>About PYN: 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>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).</p> <p>General Description: Reporting to Controller, the Grant Analyst will be responsible for timely reporting of grants budget to actual and on monthly, quarterly and annual basis. Review reasons for variances and provide recommendations to cost centers owners and leadership team, prepare grant invoices for submission to funders and 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>			

Essential Functions:

- Reviewing invoices to ensure they are allocated to appropriate cost centers.
- Analyzing and tracking expenses for specific cost centers on a monthly, quarterly and annual basis
- Prepare cost center budgets to actual financial statements and understand compliance and regulatory issues for states or other local regulatory agencies
- Review actual expenditures, provide basic projections and identify variances relative to budget.
- Investigates variances to expected results and provides explanations.
- Work closely with other Finance staff as well as non-financial professionals around the company to develop detailed cost center budgets and forecasts.
- Working closely with cross-functional business partners to understand and provide insights to monthly performance of assigned cost centers.
- Review provider budgets for compliance with grant requirements.
- Training providers on PYN's fiscal policies.
- If over-budget or under-budget, preparing budget modifications to be sent to city, state, and federal agencies
- Collaborate with business partners to identify emerging issues.
- Assists with the development and implementation of standardized analytical tools and reporting as well as ad hoc reporting when needed.
- Recommend, implement and report on benchmarks for measuring financial and operating performance
- Provides budgetary/financial and qualitative analysis to leadership.
- Concentrated focus on expense tracking, variance analysis, and modeling.

Education, Experience & Skills Required:

- Bachelor's Degree with major coursework in Accounting, Finance or a closely-related field.
- 3 years of increasingly responsible professional experience in budgetary/financial and administrative analysis is desired.
- Advanced knowledge of budgeting, accounting, modeling, systems, controls, and procedures.
- Knowledge of generally accepted accounting principles and controls.
- Strong analytical and arithmetic skills with the ability to collect, organize, analyze, and disseminate information with high attention to detail and accuracy.
- Ability to make informed recommendations when evaluating budget proposals and programs.
- Ability to work independently in completing assigned tasks (with minimal supervisory direction)
- Ability to prepare reports and to present financial and statistical data in clear and concise form.
- Ability to identify and recommend solutions to solve business issues;
- Ability to communicate oral and written information in a manner that is clear, organized and appropriate for the audience;
- Detail oriented with insight to determine applicability of big picture analysis
- Ability to work within a team, take the initiative and show strong attention to detail is critical
- Ability to manage competing priorities and shifting requirements.
- Proactive problem solver, expected to present problems and recommendations simultaneously
- Positive attitude, commitment to excellence and integrity

- High level of motivation and initiative
- Demonstrated technical proficiency with computers, particularly Windows and Microsoft Office Suite (Microsoft Excel)
- Ability to adhere to confidentiality of information and records.
- Excellent interpersonal, planning, communication, organizational, problem solving, analytical, decision-making, and conflict resolution skills.

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 primarily local and occurs during the business day throughout the City of Philadelphia and the surrounding counties to various worksite locations via walking, public transit and on occasion personal vehicle. More frequent travel occurs during pre-summer and 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 audiences such as providers, partners, governmental agencies, etc. The employee frequently moves about inside 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.