



CHARTER SCHOOL

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

Accounting Manager

YouthBuild Philadelphia Charter School

[Philadelphia, Pennsylvania](#)

ORGANIZATION OVERVIEW | YouthBuild Philadelphia Charter School is a 12th-Grade-only, diploma-granting program of academics and job training for young ..adults between the ages of 18 and 21 who have dropped out of high school. Most recently chartered in 2016, the School enrolls approximately 220 students each year. Students alternate between six-week sessions of academic instruction and vocational training. The vocational training consists of one of an array of programs, including building trades, business/customer service, early childhood education and healthcare. YBPCS is an award winning, flagship program of the national YouthBuild movement, and has been named a Top Workplace by the Philadelphia Inquirer for six consecutive years.

Mission

Our mission is to provide out of school youth in Philadelphia with the broadest range of tools, supports and opportunities available to become self-sufficient, responsible and productive citizens in their community.

Vision

YouthBuild Philadelphia's demonstrated and recognized success inspires more holistic and integrated approaches in educational and social programs nationally.

Values

* Excellence * Perseverance * Respect



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Overview

We are seeking an experienced, and mission driven Accounting Manager with a background in nonprofit financial management to undertake all aspects of financial reporting, budgeting, forecasting, auditing, and internal controls. The Accounting Manager is a dynamic role for a seasoned accounting professional that requires expertise in nonprofit accounting, finance and grants management, and thorough knowledge of GAAP as it relates to nonprofit entities. The Accounting Manager oversees finance and accounting across the organization, maintaining and designing appropriate systems, policies and procedures.

As effective communicator and thought partner, the Accounting Manager provides critical inputs to strategic and business planning, excellent analysis, and informed recommendations to executive leadership and the finance committee. A strong manager and team-builder, with an eye for process improvement, the Accounting Manager is responsible for day-to-day management of A/P, A/R, general ledger accounting and payroll.

The ideal candidate for this position is a finance and accounting expert willing to engage in a broad range of activities from transactional to strategic. The candidate is a proven, proactive leader and manager with a proven track record for effective supervision, and a team player who thrives on building and improving systems to support best practices. The ideal candidate has a passion for finding solutions to complex problems, and is a “systems builder” by nature.

Major Areas of Responsibility (to include, but not be limited to):

- Manage all accounting operations including A/R, A/P, G/L, Payroll, and Revenue Recognition
- Supervise, coach, and mentor Sr. Financial Analyst and other staff as the department evolves
- Manage the month-end and year-end close process
- Prepare and publish timely monthly and annual financial statements; Ensure quality control over financial transactions and reporting; Research technical accounting issues for compliance
- Develop and document business processes, accounting policies, and procedures to maintain and strengthen internal controls



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- Coordinate, direct, and manage the preparation of budgets, financial forecasts, and variances analysis
- Work closely with external auditors from planning to report generation; Prepare schedules and coordinate the provision of information to external auditors.
- Support Sr. Financial Analyst in compliance with local, state, and federal government reporting requirements and other restricted grants, contracts, and donations
- Calculate annual cash flow requirements and modify monthly based on current needs and information
- Create and maintain financial dashboards

Qualifications

The Accounting Manager candidate must have proven working experience as an Accounting or Finance Manager and thorough knowledge of accounting principles and procedures related to nonprofit entities. S/he must have extensive experience in creating monthly and annual financial statements. S/he will have a positive, proactive and service-oriented approach. S/he must possess excellent written and verbal communication skills. Advanced Google Suite, Excel, Powerpoint, Word skills required. Furthermore, candidates should be highly motivated independent thinkers who are detail-oriented, and entrepreneurial. The most successful candidates will show a capacity for leadership, the ability to think critically and creatively. Candidates must have a Bachelor's Degree with a focus on accounting, business, or finance, and at least three – five years of relevant full-time experience in analytic environment related to accounting. Three years of solid supervisory experience is required and a CPA is preferred. Preference will be given to candidates whose experience includes supervising nonprofit financial and grants management professionals. Candidate must be highly proficient in accounting software (SAGE preferred), payroll software (Paychex preferred), experience using large scale automated financial systems (general ledger, budgeting and reporting) and spreadsheets/databases required.



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The Accounting Manager candidate must be self-directed, solutions-oriented, multi-tasker, with excellent communications and organizational skills; Ability to work under pressure and tight deadlines and adept at managing peak work periods, and changing circumstances; Tenacious in meeting deadlines and willingness to work late, if necessary, to meet reporting and audit deadlines; Ability to work collaboratively across departments/programs and be responsive to internal and external inquires.

The Accounting Manager candidate must have a good sense of humor, strong work ethic, interest in social justice, and positive youth development

Acts 24, 34, 114 and 151 criminal background clearances (PA, Child Abuse, Federal/FBI, and PA Department of Education) will be required.

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Accounting Manager". We will not review resumes and cover letters that does not include salary requirements.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.

An Equal Opportunity Employer
www.youthbuildphilly.org