



CHARTER SCHOOL

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

Junior Financial Analyst

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 20 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

The Junior Financial Analyst is an entry level position and a great opportunity for a recent college graduate. This position is responsible for accounts payable, accounts receivable, payroll and supporting financial reporting and operations activity. This is an important role that is central to the daily, weekly, quarterly and annual fiscal activities of the organization, as well as a key position supporting Operations team. The Junior Financial Analyst has a vital role in our organization and is responsible for much of the behind-the-scenes work crucial to maintaining a well-organized a fiscally responsible organization. The ideal candidate should be an organized, strong multi-tasker, who is self-motivated with great customer service skills and thrive in a fast-paced, dynamic environment.

Major Areas of Responsibility:

- Process all accounts payable and accounts receivable activities in an accurate and timely manner
- Set-up and process employee payroll and benefits in Paychex
- Assist with generating monthly, quarterly and annual financial reports
- Provide support for Operations-related activities
- Enforcement of fiscal policies

Essential Duties and Responsibilities (to include, but not be limited to):

- Work closely with the Sr. Financial Analyst and provide assistance with monthly, quarterly, and yearly G/L close, budgeting, and audits
- Review, analyze, and reconcile petty cash, credit cards, electronic funds transfers, and general ledger accounts as assigned
- Provide support to the Sr. Financial Analyst for all grant accounting and serve as the backup to ensure that expenses are consistent with grant proposals and program budgets are accurately allocated to funding sources
- Assist in developing grant specific and organizational budgets, invoices and reports as assigned



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- Serve as designated contact person for day-to-day finance operations and maintain established Business Office hours, which requires making certain that the Business Office is open at 8:30 a.m. daily to assist staff.
- Enter and maintain invoices, record journal entries and other financial activity into automated accounting systems
- Prepare check requests, process invoices, and cash disbursements; Track A/P payments and create “trackers” to help facilitate expense analysis
- Communicate with staff and vendors to solve invoice discrepancies and/or answer questions
- Make timely bank deposits, minimally once a week
- Reconcile semi-annual physical inventory with the general ledger and make adjustments as needed. Validate and/or reconcile items charged to the fixed asset account
- Ensure that staff adheres to the funder rules & regulations, organization's accounting policies and procedures by conducting periodic desk audits; provides staff training and/or coaching as needed
- Maintain and update business office records and vendor files in accordance with the school retention guidelines
- Serve as backup for the Office Manager
- Assists the Finance and Operations team members with other duties, as needed



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Qualifications

- A bachelors' degree in Accounting, Finance, or Business Administration or equivalent work experience
- A minimum of 1 year related experience is preferred
- Excellent ability to establish priorities, coordinate work activities, multi-task and meet deadlines in a fast-paced dynamic work environment with accuracy and attention to detail
- Operational flexibility is required to meet sudden and unpredictable business need
- Ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment
- Excellent interpersonal, customer service skill, and the ability to communicate financial information to non-financial staff
- Experience using large scale automated financial systems preferred
- Advanced proficiency in Google Suite and Microsoft Excel is essential, intermediate knowledge of Word and PowerPoint is highly recommended
- Strong analytical and critical thinking skills
- Good problem-solving skills and the ability to utilize multiple sources of information to determine a solution
- Self-motivated with the ability to apply and continually develop technical skills
- Ability to take initiative, accept ownership and responsibility, and meet deadlines for assigned projects
- High integrity and proven ability to handle and maintain confidentiality
- A self-starter, able to work independently and as a team, and able to adjust to shifting priorities.
- Strong work ethic and 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 "Junior Financial Analyst". Candidates who do not submit salary requirements will not be considered for the position. **This is an entry level position.**

An Equal Opportunity Employer
www.youthbuildphilly.org



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This job description does not imply that these are the only duties to be performed by this employee. Additional duties might be requested by the supervisor and Operations Team.

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.