



CHARTER SCHOOL

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

Job Title: Finance/Operations Intern

Part-Time

Reports To: Controller

Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient,

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www.youthbuildphilly.org



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C H A R T E R S C H O O L

self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary:

The Finance/Operations Intern will learn about key business operations and its impacts on education, finance, and business decision-making. They will gain understanding of the functions, goals, and workings of the non-profit sector, including hands-on experience in an Operations and Finance Department. Depending on interest and ability, some students may be able to develop independent research projects that support our mission.

Responsibilities and Duties:

- Assist with processing invoices and cash disbursements
- Record financial activity in Sage 100 ERP
- Assist in processing payroll
- Communicate with clients and vendors to resolve invoice discrepancies and/or answer questions
- Reconcile credit card statements
- Maintain office files (hard-copy and electronic)

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- File, mail, scan, copy, and email documents related to grant invoicing, expenses, payroll and other areas as needed

- Prepare monthly journal entries and reconciliations for month end close
- Provide support for quarterly forecasting
- Provide administrative and general financial support for the Operations and Finance Department
- Support the development and improvement of financial tools
- Prepare General Ledger and spreadsheet analysis, journal entries, account reconciliation, monthly reports and billing, and accounts receivable analysis
- Review, analyze, and reconcile various general ledger accounts as assigned
- Assist in preparation of budgets and forecasts and track monthly expenses against budgets

- Assist in the preparation of financial reports for monthly reporting, annual audit and grants invoices, including gathering supporting documents and back-up information as requested
- Create excel spreadsheets as needed for ad hoc analyses
- Assist the Operations and Finance Department with other projects as needed

Qualifications:

- Currently enrolled in a 4 year degree program in Business Administration, Finance or Accounting
- A minimum of 0-1 year related experience in a Not for Profit organization is preferred

- Proven success working with a team in a professional environment or at a college-level project/assignment.
- Excellent verbal and interpersonal communication skills and ability to interact with all levels of staff
- Strong analytical and critical thinking skills
- Excellent 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 and accept ownership and responsibility for assigned projects

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- Ability to establish priorities, coordinate work activities, multi-task, and meet deadlines in a dynamic work environment
- Ability to work in fast-paced open environment with accuracy and attention to detail
- Ability to work well in a team and independently

Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making

Additional Information:

- The internship will be sponsored by the Finance Department and will be paid on a stipend basis
- The stipend will be in the amount of \$1,200
- Time frame: 12 weeks based on start date and academic calendar.
- Hours: Up to 20 hours per week with a flexible schedule. (Preferably M-F 4 hours per day. i.e. 8:30-12:30pm).

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results

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- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Finance/Operations Intern "

This job description in no way states or implies that these are the only duties to be performed by this employee.

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.