



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

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
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Job Title: Junior Accountant

Full-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, 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 Junior Accountant is responsible for accounts payable, accounts receivable, payroll and supporting financial reporting and operating 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 the Operations team. The Junior Accountant has a vital role in our organization and is responsible for much of the behind-the-scenes work crucial to maintaining a well-organized and 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.

Responsibilities and Duties:

- Process all accounts payable and accounts receivable activities in an accurate and timely manner
- Set-up and process employee payroll and benefits in Paychex
- Work closely with the Senior Accountant 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 Senior Accountant 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
- Assist with generating monthly, quarterly and annual financial reports
- Enforcement of fiscal policies

- 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
- Provide support for Operations-related activities
- Serve as backup for the Office Manager
- Assists the Finance and Operations team members with other duties, as needed

Qualifications:

- A bachelors' degree in Accounting, Finance, or Business Administration or equivalent work experience
- A minimum of 1-2 years' related experience in a Not for Profit organization 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
- 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.

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

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

Note: If selected, you will be required to reproduce the following items on the first day of employment.

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

The HR Department will provide the selected candidate with additional details regarding clearances and other job requirements.

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.