



## Philadelphia Youth Network, Inc. Job Description

<b>Job Title:</b> Finance Assistant		<b>Location:</b> 400 Market Street, suite 200
<b>Division:</b> Finance and Administration		<b>Department:</b> Finance
<b>Reports to:</b> Senior Director, Finance		<b>Date Posted:</b> 12/19/2018
<b>Benefits:</b> <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	<b>Hours:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
<b>About the Philadelphia Youth Network:</b> The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit <a href="http://www.pyninc.org">www.pyninc.org</a> .		
<b>About the Finance Department:</b> 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).		
<b>General Description:</b> Reporting to Senior Director of Finance, the Finance Assistant will be responsible for timely review of youth timesheets, contact providers to resolve any issues with timesheets and ensure all records are properly filed away.		

**Essential Functions:**

Perform timesheet reconciliation functions as follows and but not limited to:

- Obtain youth timesheets from providers by communicating to them via email/phone
- Verify attendance - hours worked, signatures of youth, supervisor, pay periods, contract code/worksites, names etc
- Compare hours worked with hours paid from ADP reports
- Update spreadsheet on daily basis
- Attend weekly meeting with your assigned leader and provide update on your progress in writing
- Follow up with providers on weekly basis to resolve issues around timesheets. For example: missing timesheets, timesheets with issues and work with provider to resolve
- Compile youth time and payroll data from time sheets and other records.
- Record adjustments to pay related to previous errors or retroactive increases.
- File all approved timesheets according to the pay period and contract code/number
- Assist with summer provider contract checklist review and completeness
- Assist with check request writing for provider invoices and invoice filing
- Assist with scanning and filing away executed contracts in a manner as directed by supervisor
- Any other duties as assigned

**Education, Experience & Skills Required:**

- High School diploma. Associate preferred
- Strong verbal and written communication skills
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented with a high level of accuracy
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows and Office
- Familiarity with PYN initiatives is preferred, but not required
- 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).

**Interested candidates should send a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org).**