



Philadelphia Youth Basketball
Controller
Job Description
Summer 2022

I. Organizational Overview

Philadelphia Youth Basketball, Inc. (PYB), officially launched in June of 2015, is a community-built youth development and community empowerment organization that leverages the iconic game of basketball to help today's urban youth overcome the most urgent and systemic issues facing underserved communities. A diverse and impassioned group of individuals, including leaders from the grass-roots to the tree-tops, have been working diligently to execute upon this mission by building an impactful program, a robust and sustainable organization, and ultimately our world-class 'Sixth Man' Center to help uplift thousands of children, youth, and families for generations to come.

Currently, PYB has an annual operating budget of approximately \$3.2 million, with revenue coming almost exclusively from contributed revenue from a variety of philanthropic sources. When the \$30 million Sixth Man Center is opened in September of 2023, and an adjacent \$10 million facility for workforce development, entrepreneurship and economic empowerment is opened shortly thereafter, PYB's annual operating budget will grow considerably and the revenue/cost coverage model will become approximately 50% earned revenue. Several financial systems must be constructed to accommodate these exciting, mission-enhancing changes.

II. Primary Scope of Duties

Reporting to the Chief Operating Officer (COO), the Controller will be responsible for oversight of all finance, accounting and reporting activities. The Controller will be responsible for leading presentations to the board Budget & Finance committee, managing a small finance team and will work closely with the Senior Leadership Team consisting of the CEO, COO, Chief Mission Officer, and Vice President of Development. The Controller will also lead the necessary financial systems-improvement and new systems-building work needed to accommodate our growth and new center and campus.

The Controller will lead all day-to-day finance operations including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants administration. The Controller will ensure that PYB has the systems and procedures in place to support the organization and manage the financial operations of the new center scheduled to open in the fall of 2023. The Controller will work closely with the staff team, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can best support operations.

The primary responsibilities of this position include, but are not limited to, the following:

Financial Management (50%)

- Managing and monitoring all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of private contributions, loans, and government grants
- Guiding financial strategy by designing company policies and procedures to reflect the current economic landscape
- Achieving budgeting goals with proper monitoring, analysis, and corrective action
- Updating and engaging the board's budget and finance committees around issues and trends in financial operating models and delivery
- Working alongside cross-functional partners in Programming and Operations to ensure plans are properly executed
- Assisting program staff in development of grant applications and budgets.
- Leading annual and long-term budgeting and forecasting process.

Reporting and Compliance (50%)

- In conjunction with the COO, establishing financial and operating benchmarks, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis
- Developing and enforcing internal controls to maximize protection of company assets, policies, procedures, and workflow
- Implementing consistent accounting policies, practices, and procedures upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Providing comprehensive financial updates to senior management by measuring, analyzing, and reporting appropriate data points
- Composing and overseeing forecasting reports
- Assess potential financial risks and opportunities
- Design a monthly and quarterly financial close process
- Monthly reporting to business partners on financial results and actions required
- Performing grant account analysis to ensure proper levels of expenditures
- Performing monthly budget variance review
- Preparing financial reports to grant funders
- Developing indirect rate calculations and proposals

III. Desired Knowledge, Skills, and Dispositions

- Bachelor's degree in Accounting or Finance required; CPA and/or MBA preferred
- 5+ years of senior management experience in financial analysis and/or accounting.
- Experience in analyzing variances and budgeting/forecasting.
- 3+ years of experience with not-for-profit accounting.
- 3+ years of experience with federal government and foundation grant management, accounting, and reporting.
- Experience with Microsoft office software required. Experience with QuickBooks software preferred
- Detail oriented and able to handle multiple tasks.

- Ability to create and sustain effective working relationships with co-workers and vendors.
- Experienced in entry and reporting using a financial ERP system.
- Ability to work independently and meet deadlines.
- Ability to rapidly learn new concepts and apply to daily operational duties.

IV. Compensation and Perks

This position will have a salary range of \$80,000 - \$110,000 commensurate with experience.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through stretch assignments, and access to staff and board meetings, mentorship, feedback, and professional development opportunities.

Company benefits include access to health insurance coverage (medical and dental) for salaried employees and their families. Additional benefits include paid holidays, paid time off, and access to a 403B retirement plan.

V. To Apply

Applicants should email a cover note and resume by no later than Friday, August 19, 2022 to the attention of:

Philadelphia Youth Basketball, Inc.
Office of Human Resources
employment@phillyyouthbasketball.org