



## **Philadelphia Youth Basketball**

### **Director of Finance**

Job Description

December 16, 2022

#### **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 stakeholders have been working diligently to execute 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.

#### **Primary Scope of Duties**

The Director of Finance will lead PYB's financial reporting, banking and vendor relationships, and site-based financial operations for the 'Sixth Man' Center. Key responsibilities include:

- **Financial Management**
  - Budgeting - Lead budgeting and forecasting processes; coordinate monthly financial close-outs and variance analysis
  - Financial Modeling - Lead the development and maintenance of financial models for expected revenue and expenses, as well as cash availability
  - Funding - Support PYB's ability to secure the required capital and deploy funds in compliance with each funding source (e.g. budgets, pro forma statements, etc.)
  - KPIs - Track and distribute core KPIs for PYB's financial and operational performance
  
- **Accounting & Administration**
  - Systems and Records - Manage and monitor 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
  - Reporting Standards - Establish financial and operating benchmarks, budgets, program monitoring, and reporting standards
  - Grants - Assist program and development staff in developing grant applications and tracking
  - Vendors - Coordinate external vendor and service contract processes
  - Audit - Complete the annual audit and 990s in a timely manner in partnership with selected auditors
  
- **Site-Based Financial Operations ('Sixth Man' Center)**
  - Transactions - Maintain internal control safeguards for the receipt of revenue, while establishing systems, tools, and processes for transactions, including point-of-sale systems
  - Co-Located Partners - Manage revenue from co-located partner agreements
  - Procurement - Coordinate standardized procurement and vendor payment processes

### **Desired Knowledge, Skills, and Dispositions**

- As a pivotal role in PYB's ability to scale its operation through data-driven, strategic decision-making, candidates should have at least five years of experience in finance or accounting
- Bachelors Degree required
- Savvy in financial modeling methods and analysis, along with major financial statements
- Experience applying GAAP accounting standards, enforcing financial policies and procedures, and applying financial data to strategic decision-making
- Skills in managing financial software and tools (e.g. QuickBooks, expense management software, etc.)
- Familiarity with audit requirements and processes
- Prideful attention to detail, a robust work ethic, and commitment to individual and organizational excellence
- A deep curiosity and love of learning, and a growth mindset for personal and organizational development
- A genuine comfort level with diverse communities
- Passion for PYB's mission

### **Compensation and Perks**

This position will have a salary range of \$85,000 - \$95,000 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, dental, and vision) for salaried employees and their families. Additional benefits include paid holidays, paid time off, and access to a 403(b) retirement plan.

This position reports to the Chief Operating Officer. The Director of Finance is expected to work flexibly between remote and office locations. Philadelphia Youth Basketball is located at 1735 Market Street in Philadelphia until offices are opened at the 'Sixth Man' Center at 4250 Wissahickon Avenue in late 2023.

### **To Apply**

Job applications are rolling and applicants should send their cover letter and resume to the attention of:

Office of Human Resources  
[employment@phillyyouthbasketball.org](mailto:employment@phillyyouthbasketball.org)

Human Resources Manager  
[klafferty@phillyyouthbasketball.org](mailto:klafferty@phillyyouthbasketball.org)