



**Philadelphia Youth Basketball (PYB)  
Finance & Operations Coordinator  
Full-Time Job Description  
December 2021**

**Organizational Overview**

Philadelphia Youth Basketball, Inc. (PYB) was officially launched in June, 2015, with a mission to create transformative opportunities for thousands of young people, especially those from under-resourced families and communities, to reach their full potential as students, athletes, and positive leaders. 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 a state-of-the-art youth basketball and education center to enable us to provide empowering experiences to many more children, youth, and families

**Status of Operations**

- During the past 7 years, PYB has made notable progress in building a world-class organization, program, and future center. As an organization, we have developed a strong foundation for business processes related to budget and finance, human resources, board engagement, office management, and procurement. We have established the fundamental protocols and policies necessary to run a high-impact program and operation with a \$2.1M organizational budget.
- PYB is committed to capacity building, ongoing feedback, and continuous improvement efforts that permeate the entirety of our operations. These efforts manifest themselves in our approach to developing young people, as well as the development of our staff team, our board of directors, our programs, and our organization as a whole. We recognize that building an enterprise and a program that is capable of driving and measuring impact is not easy, and requires an intensity of purpose and a high degree of interconnectedness between functional areas of our organization.
- As our organization and program continues to evolve, we have been strategically adding full-time and part-time staff positions with clear sets of responsibilities. As our organization grows in size and complexity, its inter-connectedness with fund development, measurement and evaluation, and staff capacity building becomes more rigorous, PYB recognizes the need for a dedicated Finance & Operations Coordinator.

**Primary Scope of Duties**

Reporting to PYB's Chief Operating Officer, the Finance and Operations Coordinator will be responsible for duties including but not limited to areas of day-to-day financial transactions, project management, and executive assistantship.

### **Financial Clerk (40%)**

- Execute PYB's day-to-day financial transactions (check deposits, bill payment, issue invoices) and make sure there is appropriate documentation for all financial activity.
- Reconcile monthly credit card statements - classify all charges to the appropriate department and ensure receipts are stored for all transactions.
- Serve as the primary point-of-contact for PYB's external bookkeeper, Main Line Accounting
- Serve as the Budget and Finance Committee staff liaison - provide administrative support with scheduling, agenda development, etc. Prepare meeting materials as requested.
- Assist with the completion of the annual audit and 990 - collect documentation from PYB's shared server that has been requested by auditors and manage document request process.
- Collaborate with COO to ensure all of PYB's insurance needs are met - request COI's from our insurance broker upon request and make sure all policies are renewed in a timely manner.

### **Executive and Board-Level Support & Engagement (30%)**

- Provide Executive Assistant support to PYB's President & CEO
- Assemble materials for quarterly board meetings
- Manage and update the organizational calendar, as well as that of the President & CEO

### **Office & Staff Team Management (20%)**

- Create an inviting work space for PYB staff team, including ensuring the required office supplies are always stocked and available.
- Co-create staff team meeting agendas with the CEO, COO, and Vice President of Development and facilitate staff team meetings.
- Plan and execute office celebrations, staff retreats, etc.
- Manage the PYB general office phone line.

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

- 2+ years of experience in a financial clerkship, logistics, and/or executive assistantship capacity
- Bachelor's Degree required
- Deep curiosity, love of learning, and a growth mindset for personal and organizational development
- Robust work ethic and commitment to individual and organizational excellence.
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Genuine comfort level with diverse communities
- An appreciation and enjoyment for collaborative work with colleagues and board members
- Flexible workstyle with the ability to work in an open office environment
- A demonstrated interest in sports-based youth development, social impact and social change, and non-profit or sports-management

○ *The applicant's demonstrated interest might come through paid work experience, community service, academic coursework, and/or other formal or informal "learning by doing" opportunities*

### **Compensation and Perks**

This position will have a salary range of \$35,000 - \$40,000 commensurate with experience. There will be potential for a modest annual bonus and a double-digit percentage salary increase based upon individual job performance and organizational growth.

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 401K retirement plan.

### **To Apply**

Applicants should email a cover note and resume by no later than Friday, January 7, 2022 to the attention of:

**Philadelphia Youth Basketball, Inc.**  
**Office of Human Resources**  
**[employment@phillyyouthbasketball.org](mailto:employment@phillyyouthbasketball.org)**