



# AIR FORCE MUSEUM FOUNDATION, INC.

## ACCOUNTANT POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Accountant.

### **Introduction**

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

### **Position Description**

The Accountant is responsible for financial management; the proper recording and reconciliation of all transactions of the Foundation, including period closing and preparing the monthly and annual financial reporting of the organization for review. This position utilizes and protects the integrity of the systems and processes of the organization's finance function, works with others on the Finance Team and across the organization to ensure complete and accurate reporting, and supports the external audit on an annual basis.

This position works under the direct supervision of the Director, Finance & Accounting. This position is non-supervisory, full-time, salaried, exempt.

### **Key Responsibilities**

#### **Financial Management**

- Responsible for daily and monthly recording and/or reconciliation of transactions of the Foundation to ensure complete and accurate record keeping. (see Accounting below)
- Responsible for maintaining the proper support, direct, and otherwise, full workpapers and documentation, including third party statements, for all financial transactions of the Foundation





## AIR FORCE MUSEUM FOUNDATION, INC.

- Follows the financial policies, internal controls and procedures of the Foundation and provides some review to the monthly work of the Accounting Clerk.
- Contributes to the delivery of cost effective and efficient accounting and financial systems, policies and processes that meet the current and future business requirements of the Foundation.

### **Financial Reporting**

- Responsible for month-end reconciliations and the preparation of the initial monthly financial reporting package of the Foundation for review by the Director, Finance & Accounting.
- Assists Director, Finance & Accounting to develop regular reporting and analysis for dashboards, Board meeting presentations, and for business unit directors.

### **Budgeting**

- Assists the Director, Finance & Accounting in the execution of budgeting to include annual financial plan alignment, development and budgeting process, and providing the monthly YTD and YE Financial outlook.

### **Accounting (specific)**

- Responsible for accurate and timely posting of all receivables and payments, assets and liabilities, and full record keeping of same.
- Maintain integrity and protection of the financial accounting system
- Prepare monthly balance sheet and income statements for review by the Director, Finance & Accounting
- Reconcile bank statements and resolve discrepancies with the bank as required.
- Properly record the investment transactions and reconciliations
- Develop various sales and tax compliance reporting
- Contribute to the Weekly Dashboard process.
- Support Café monthly financials review, as required

### **Audit**

- Act as supportive role for annual external audit:
- Prepare workpapers supporting the financials for audit year-end workbook
- Support the audit via the Director, Finance & Accounting to provide necessary documentation (invoices, checks, reports, etc.) for the field review
- Ensure any resulting adjustments are properly recorded to accounting system for the new year





## AIR FORCE MUSEUM FOUNDATION, INC.

### **Other General**

- Back up to Accounting Clerk.
- Back up to Director, Finance & Accounting.
- Perform other duties as required.

### **Requirements & Qualifications**

- Proficient with Microsoft Office suite
- Proficient with QuickBooks
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties
- Strong interpersonal, written, and oral communication skills
- Strong organizational and project management skills; ability to manage multiple projects simultaneously with good attention to detail
- Ability to maintain the highest degree of professionalism, confidentiality, discretion, and tact.

### **Minimum Education and Experience Requirements**

- Degree in Accounting required. CPA or MBA in Accounting or a business-related field a plus
- Minimum of 2 years of accounting experience required

### **Compensation**

- **Salary Range:** \$50,000 - \$60,000 annual salary
- **Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, Life Insurance, Employee Assistance Program, Paid Time Off (PTO) Leave, Paid federal holidays, 401K Plan with employer match of 100% up to 5% of employee salary

### **Other Significant Facts**

- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check, as a condition of employment.
- The Accountant's scheduled hours are generally Monday-Friday. Incumbent's acceptance of employment carries with it a commitment to work as directed and/or scheduled by the Air Force Museum Foundation. Occasional evening and weekend hours will be required to support special activities and events.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and





## AIR FORCE MUSEUM FOUNDATION, INC.

harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

### **AFMF Vision:**

To educate, inspire, and connect the world to Air and Space.

### **AFMF Mission:**

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

### **AFMF Core Values:**

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

Passion – Performing our roles with purpose, pride, and a positive attitude

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures

Respect – Committed to an inclusive and collaborative work environment

### **Contact Us:**

To apply for this position, please email Ms. Sarah Shatzkin at [hiring@afmuseum.com](mailto:hiring@afmuseum.com) with your resume, cover letter, and references.

