



AIR FORCE MUSEUM FOUNDATION, INC.

ACCOUNTING CLERK POSITION OPENING

The Air Force Museum Foundation seeks a full-time Accounting Clerk.

Introduction

The Air Force Museum Foundation (AFMF) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the United States Air Force (NMUSAF).

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 nearly \$100M 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 Accounting Clerk at the Air Force Museum Foundation accounts for deposits, and maintains records of all receipts (cash, checks, charge, money orders, etc.) as a result of the entire AFMF operation.

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

Duties and Responsibilities

The Accounting Clerk will have the following areas of responsibility:

Cash Handling

- Preparation of Museum Store Operations and Visitor Services Operations tills prior to opening of Museum doors to provide immediate business unit operations when Museum is officially opened.
- Maintenance of a reserve of funds for replenishment of change banks and tills in the Museum Store Operations and Visitor Services Operations.
- Counting each day's money/charge receipts from all operations, preparation of deposit documentation, and daily bank deposit.
- Receiving and depositing money from donation bins, wishing wells, development activities, etc. Maintenance of records of such transactions.





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Accounting Support

- Responsibilities include providing support for the annual external financial audit and other duties as assigned.
- Perform other duties as required.

Administrative

- Monitoring of QuickBooks Enterprise and Point-of-Sale interfaces for each element of the daily sales activities to include: Museum Store, Air Force Museum Theatre, Simulators, Dog Tags, Events, Development, special exhibits, etc.
- Perform other duties as required.

Minimum Education and Experience Requirements

- 1-3 years of cash handling/accounting experience preferred.
- Experience with QuickBooks preferred.

Qualifications

- Computer literate; proficient with Microsoft Office suite.
- Strong organizational skills; ability to manage multiple projects simultaneously.
- Demonstrated attention to detail.
- Strong interpersonal, written and oral communication skills.
- Customer-focused; service-oriented.
- Flexibility, enthusiasm, and professionalism to work effectively with military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation diverse constituents.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Adherence to strict confidentiality of member and donor-related information, as well as all gift information files, documents, and reports.

Job Location:

- Dayton, OH (on-site at the National Museum of the USAF).

Compensation

- **Pay Range:** \$20.00 - \$21.00 per hour
- **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.





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Special Considerations (Work Environment, Schedule, Required Travel, etc.)

- Works in an office environment with some noise and distractions.
- Work is mostly sedentary or light work; however, the ability to lift or move 5-45 pounds is occasionally required to carry packages and office supplies.
- Talking and Hearing: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to others or recorded by listening accurately and/or quickly.
- May require some bending, stooping, pushing, pulling and climbing.
- Hand/eye coordination for the operation of computer systems.
- Vision to read reports and other written material.

Other Significant Facts

- The Accounting Clerk'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 National Museum of the United States Air Force is open seven days a week.
- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. The candidate must be willing to submit to a background check, as a condition of employment.
- The Air Force Museum Foundation is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law.
- 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.





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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.

Interested applicants should submit applications to:

The Air Force Museum Foundation, Inc.

hiring@afmuseum.com

Please include your resume and cover letter as email attachments.

Please include your first and last name in the titles of these attachments.

