VETERANS OF FOREIGN WARS

OF THE UNITED STATES

DEPARTMENT OF OHIO

Richard Curry
Quartermaster/Adjutant

Mike Milam
State Commander

The Men and Women of the VFW
We'd do anything for this country

JOB DESCRIPTION

FINANCE ASSISTANT

POSITION SUMMARY:

The Finance Assistant works under the general direction and supervision of the Department Quartermaster to provide accounting services including assisting in the preparation of financial statements for internal and external users. Assists the Department Quartermaster with the responsibilities for VFW Department of Ohio Office financial compliance and procedures.

POSITION OVERVIEW:

Employment Type: Full-Time/Exempt Salary. Starting Salary: $41,914 annually.
Location: VFW Department of Ohio Office, 35 E Chestnut Street, STE 506, Columbus, Ohio 43215
Job Category: Administration
Reports to: Department Quartermaster

SUMMARY OF RESPONSIBILITIES

Review and Approve General Ledger Entries for Accounts Payable, Revenue and Billing, assist in preparation of monthly financials, State quarterly and annual reports Review monthly bank reconciliations and daily cash flow projection. Review and reconcile fixed assets acquisition cost, leasehold improvements, disposals, and depreciation expense. Review schedule of capital leases; compute capitalization costs and related liabilities. Analyze and reconcile all other key balance sheet accounts for month-end closing Preparation of standard and correcting journal entries Assist in preparation of VFW Department Financial Statements. Assist in preparation of the annual agency budget. Work with the Independent Auditors on the preparation of the Departments Quarterly, semi-annual and/or annual audits. Attend meetings as appropriate to job tasks or as directed by the Quartermaster. Responsible for office financial compliance and procedures including but not limited to reporting, budgeting and monthly cash processing through QuickBooks or SAGE systems. Perform other duties as assigned by the Quartermaster.

POSITION QUALIFICATIONS/REQUIREMENTS:

Bachelor's degree in accounting or finance plus three or more years of related experience or equivalent preferred, will consider work experience and/or Military finance background ILO Degree for right applicant. Excellent Excel skills required. Experience with QuickBooks or SAGE software's a plus Previous experience in public accounting and nonprofit environment a plus Self-motivated and able to plan daily

workload effectively and efficiently. An analytical thinker and a team player. Excellent communication and interpersonal skills Willingness and ability to learn and to lead the accounting functions Able to multitask prioritizes and works accurately while meeting deadlines. Demonstrated flexibility to accommodate changing priorities Excellent problem-solving skills and a great attention to detail. Comfortable and ability to manage high volume of transactions in a fast-paced environment Willing and able to work extended hours if necessary to meet pressing deadlines Impeccable integrity, high degree of discretion and excellent judgment Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner. Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

JOB REQUIREMENTS:

Must be 21 years or older
Valid Driver's License
Must pass a background clearance
Mostly a sedentary role, however some standing and walking will be required
Ability to lift up to 20lbs may be needed during some job duties
Employees will be required to use hands for computer work, answering phone calls, etc.

RESONABLE ACCOMMONDATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL JOB DUTIES

EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

HOW TO APPLY: To apply submit your resume to Quartermaster, Department of Ohio, 35 E Chestnut Street, STE 506, Columbus, Ohio 43215 or via email rick.ohvfwqm@gmail.com

RESUME MUST BE SUBMITTED OR POST DATED PRIOR TO OCTOBER 15, 2025 TO RECEIVE AN INTERVIEW.