



FULL-TIME ACCOUNTANT POSITION OPENING

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

I. Introduction:

The Air Force Museum Foundation is a philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the U.S. Air Force. In addition, the Foundation provides limited funds each year to the Museum for special projects and underwrites several programs involving a wide range of activities geared toward education, volunteer support, special events, and promotional efforts.

II. Job Description:

The Accountant is an important position for the Foundation, 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. The Accountant works under the direct supervision of the Director, Finance & Accounting. This position is non-supervisory, salaried, exempt.

III. 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
- 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

Other General

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

IV. Background, Skills, and Aptitude:

- Degree in Accounting required. CPA or MBA in Accounting or a business-related field preferred.
- Minimum of 2 years of accounting experience required.
- Experience with QuickBooks required.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Computer literate; proficient with Microsoft Office suite, and experience with, and/or ability to learn database management programs.
- Strong interpersonal, written, and oral communication skills.
- Customer-focused; service-oriented.





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- Strong organizational and project management skills; ability to manage multiple projects simultaneously with good attention to detail.
- Flexibility, enthusiasm, and professionalism to work effectively with military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation diverse constituents.
- Adherence to strict confidentiality of donor-related information, as well as all gift information files, documents, and reports.
- 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 Air Force Museum Foundation requires that all employees provide COVID-19 vaccine verification/or have an AFMF approved medical or religious accommodation, as a condition of employment.
- The National Museum of the USAF is open seven (7) days a week from 9:00 am – 5:00 pm. The standard Accountant schedule will be M-F; Candidate must be able to work to meet those needs, as necessary. Occasional evening and weekend hours may be required to support Museum special activities/events.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and 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:

Honoring every Airmen's story with a permanent home to inspire future generations.

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





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- 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

About the Air Force Museum Foundation, Inc.:

The Air Force Museum Foundation was founded in 1960 as the philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the United States Air Force™ (NMUSAF), located at Wright-Patterson Air Force Base near Dayton, Ohio. In addition to funding capital construction and facility improvements, the Foundation provides annual funding to the Museum for special projects and underwrites several programs involving a wide range of activities geared toward education, volunteer support, special events, and promotional efforts.

Since its inception, the AFMF has gifted \$87.3M (approximately \$140M in today's dollars) to the U.S. Air Force for capital construction, including \$40.8M for the recent successful fourth building capital campaign. The fourth building opened to the public in June 2016. The AFMF funds special events such as exciting exhibit openings including the Space Shuttle Exhibit and the Doolittle Tokyo Raiders Congressional Gold Medal exhibit. The AFMF also funds monthly Family Days, the Living History Series, and the "D-Day: Freedom from Above" temporary augmented reality exhibit. The Air Force Museum Foundation gifted over \$2M for events and programs in the past five years.

Find more information at <http://www.afmuseum.com/>

About the National Museum of the United States Air Force:

The National Museum of the USAF is located at Wright-Patterson Air Force Base near Dayton, Ohio, and is the service's national institution for preserving and presenting the Air Force story. Each year more than one million onsite visitors learn about the mission, history and evolving capabilities of America's Air Force.

The museum is the world's largest military aviation museum featuring more than 360 aerospace vehicles and missiles on display amid more than 17 acres of indoor exhibit space. Thousands of personal artifacts, photographs and documents further highlight the people and events that comprise the Air Force storyline, from the beginnings of military flight to today's war on terrorism.





AIR FORCE MUSEUM FOUNDATION, INC.

Find more information at <http://www.nationalmuseum.af.mil/>

Contact Us:

Please email Ms. Sarah Shatzkin at hireing@afmuseum.com with your resume and cover letter, and any other relevant information if interested in applying.

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