**VETERANS OF FOREIGN WARS**

**POSITION DESCRIPTION**

**TITLE : Financial Operations/HR**

**DEPARTMENT: State HQ, Department of IL, VFW**

# Approved:\_8/8/2022\_ Date Eff. 8/8/2022

**NATURE OF WORK:**

The Financial Operations/HR (FinOps) provides general day-to-day administrative support to the State HQ, Department of IL VFW, State Officers and state staff to ensure the Department effectively supports the Members, Posts, Districts, and Chairpersons, promotes the purpose of the VFW and department objectives are met. Assists in providing administrative support as required including maintenance of office files, supply orders, hotel reservations, data entry, typing memos and directives, tracking suspense dates, and maintaining compliance reports. The FinOps will assist in answering phones and perform other office, tasks such as filing, collation, scanning, proofreading, editing, and other office duties as required. The FinOps will also maintain current hard and electronic office files, assist other staff members, assist with preparing for and working staff meetings, conventions, and council meetings, assists in maintaining quality communication and relationships with employees, members, Posts, District, State Chairpersons, other internal VFW departments, external Vendors, VFW National Headquarters, and leadership.

**TYPICAL DUTIES AND RESPONSIBILITIES**:

Maintain all electronic and hard files for the State HQ, IL VFW. This includes but is not limited to: Accounts Receivables; Accounts Payables; Bank Statements and Investment Statements; Employee Personnel Files; Employees Benefits; Payroll; Accounting for all income and expenses; and donations and contributions. Prepare and file employee and non-employee tax forms.

Prepare correspondence, memos and other various accounting reports.

Primary point of contact for Accounts Receivables, Accounts Payables, and Personnel Actions and Budget

Assist in preparation and execution of events directly related to the State HQ, IL VFW, including Annual Department Convention, Council of Administration meetings, Commander’s Homecoming, Receptions, and District Commander’s Orientation.

Communicate directly with VFW members, veterans, Posts, Districts, Program Directors, State VFW Leadership and the general public regarding IL VFW issues, activities, and objectives through phone calls, emails and in-person.

Communicate directly with employees of State HQ regarding pay and benefits. Work with National HQ and vendors regarding benefits.

Prepares bank deposits, reconcile bank statements, review credit card purchases.

Assists in preparation of Department Budget

Serves as Primary POC for Annual Audit by CPA, Grants received by Department, and processing personnel actions

Responsible for tracking and reporting for grants received by State HQ.

Work as part of a team to ensure coordinated office coverage, cross-training and work flow to support immediate and long term workload priorities.

Assist State HQ Staff in proofing flyers, meeting materials, announcements, general orders, and other materials.

Work closely with State Adjutant-Quartermaster on issues to ensure established standards and protocol are adhered to and maintained, keeps State Adjutant-Quartermaster apprised of issues and complaints.

Anticipate conflicts or technical problems between and within all areas of the Department and keeps State Adjutant-Quartermaster and staff apprised. Participates in staff meetings and provides update on all projects assigned.

Coordinate various activities with State HQ Staff including reporting concerns about IL VFW income and expenditures, personnel, supply inventory, accounting, budget, annual inventory and State Convention preparations, as needed.

Perform other administrative duties such as meetings, processing mail and faxes, and coordinate and handle special projects.

All other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

High School graduate with two or more years of directly related experience in a business office environment. Accounting, Personnel Administration, and Customer service experience is desirable.

Position requires computer skills, administrative skills, including Microsoft Office Suite, office equipment including 10-key calculators, scanners, copiers/printers/fax machines and the ability to learn proprietary software.

Requires working knowledge of Quickbooks.

Strong grammar/spelling skills and attention to detail for proofing.

Requires exceptional organizational skills, quick learner, with ability to handle multiple tasks simultaneously.

Position requires human relations skills to enable communication with all levels of internal and external staff, VFW membership and leadership, and veterans.

Position requires proficient oral and written communication skills; advanced spelling and grammar skills, with attention to detail to prepare correspondence, reports, and proof materials.

Work well under pressure with multiple and sometimes immediate deadlines and has the ability to handle multiple tasks simultaneously. Takes initiative to problem-solve and professionally addresses concerns and issues that might develop. Handles various personality types with the ability to maintain order.

Confidentiality is mandatory in handling sensitive information.

Position requires understanding of the VFW’s mission and goals of the HQ, IL VFW.

**SCOPE OF POSITION**

Reports directly to State Adjutant-Quartermaster.

Position requires proficient problem solving and analytical ability.

Primary contact for issues or inquiries from members, posts, and districts.

Typical contacts are with employees, vendors, VFW Members, posts, districts, leadership, internal and external departments and personnel, HQ staff and Adjutant-Quartermaster.

Plans and prioritizes work on a daily, weekly, monthly, and annual basis.

Coordinates with HQ Staff to ensure office coverage and workflow.

Ensures smooth flow of office, objectives are met, projects stay on schedule.

Carries out directions from Adjutant-Quartermaster.

**WORKING CONDITIONS**

Works in office environment; computer usage required approximately 95 percent of time to perform duties and administrative assignments. Interacts daily with IL VFW staff, members, Posts, Districts, and leadership.

Volume of work is heaviest in February from April to Jun, and August to support Council of Administration meetings, state conventions, and patriotic holidays. End of Dec to Jan and End of Jul to Aug for end of year processing.

Limited travel may be required.

Light lifting 5-20 lbs, during State Convention, Council of Administration meetings, or when inventorying emblems and supplies.

Normal workday is 8 am to 4:30 pm Monday to Friday. Work during evening hours or on weekends will be required to support State Convention and Council of Administration meetings.

**MAJOR ACCOUNTABILITIES:**

Represents the IL VFW in a professional and helpful manner at all times.

Supports State Adjutant-Quartermaster and HQ Staff in daily activities of department to ensure that all assignments and tasks are carried out in a professional and timely manner and department objectives are met.

Provides customer service for VFW employees, members and leadership.

Develop and maintain strong understanding of VFW mission and overall objectives and works to continually improve processes and procedures.

The above duties are general in nature and are not intended to reflect all the duties, which may be required of the incumbent.