

## **Bookkeeper / Business Manager Position Summary**

The American Legion of Iowa needs an experienced account clerk to keep the financial records of the organization. The qualified candidate will have strong quantitative and interpersonal skills, as well as proficiency in basic accounting functions and software programs.

We are looking for a team player with a keen interest in building successful relationships with our vendors, American Legion Posts, members, and organizational leadership. A willingness to learn and the ability to adapt are essential. Experience with non-profits or associations is preferred but not necessary.

Duties Include, but are not limited to:

1. Bookkeeping and Accounting for three separate but related entities
  - a. The American Legion of Iowa
  - b. The American Legion of Iowa Foundation
  - c. American Legion Hawkeye Boys State
2. Accounts payable/receivable
3. Employee payroll
4. Month end balance
5. Department investments
6. Department insurance
7. Financial reports
8. Budgets
9. Operating structure
10. Purchase orders
11. Office supplies
12. Orders from posts and members
13. Employee vacation/sick leave records
14. Employee benefits/manuals/personnel policy
15. Department fundraisers
16. Audits
17. IRS Form 990 annual returns
18. Event Registration
  - a. Leadership School
  - b. Mid-Winter Conference
  - c. State Convention
  - d. National Convention
  - e. Special Events
19. Other Duties as assigned