



VFW Post 2562

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Wheaton, MD 20902

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Financial Officer of the Post;

Title: Quartermaster

Duties:

- Custodian of all the funds and assets of the Post
- Maintain financial records in QuickBooks and Excel
- Prepare and countersign all checks; both accounts payable and payroll
- Prepare biweekly payroll for 10 part-time employees
- Prepare monthly financial statements; present to Post Officers and members
- Prepare quarterly "Trustees' Report of Audit"
- Responsible for filing all tax returns
- Responsible for securing all licenses
- Supervise Assistant Quartermaster (he does bar bags and gambling machines)
- Process membership dues and info online with National
- Maintain banking relationship; deposits, monitor CDs, safety deposit box, etc
- Meet monthly with the Post Home Committee; serve as its Financial Advisor
- Just the Financial portion could be done in three one-half days a week

Other duties: Act as Administrator of the Post--there is no one else on duty besides bartender

Hours: This is not an hourly position; hours flexible; currently 1-4:30 pm weekdays

Qualifications

- MUST be a VFW member (or eligible and willing to join)
- MUST be bondable and agree to background check
- Should have some accounting experience
- Should have "business sense"
- Must be knowledgeable of MS Excel, MS Word, Quickbooks, scanning, etc.

Preferred: Should have some "techie" knowledge--maintain wireless system, office machines, etc