

**DEPARTMENT FINANCE OFFICER  
THE AMERICAN LEGION, DEPARTMENT OF MAINE**



**Department Finance Officer Job Description**

The primary mission of the Department Finance Officer is twofold.

First is the preservation of the assets of The American Legion, Department of Maine. This includes, but is not limited to, assuring that all assets are identified and secured and that they are updated in a timely and economic manner.

Second is to ensure that The American Legion, Department of Maine has the financial ability to complete its mission. That mission, in general, is embodied in the Four Founding Pillars of The American Legion. These Four Pillars are, briefly stated:

1. Support and advocate for all Veterans and their families and dependents,
2. Support and advocate for a strong and efficient National Defense,
3. Support a 100% Americanism,
4. Provide a safe environment and adequate education for all children and youth.

This requires the creation and monitoring of current budgets as well as the creation, with the aid of The American Legion, Department of Maine leadership, of long term financial and operational plans.

To accomplish these missions the Department Finance Officer should possess the following skills and abilities.

1. The ability to maintain and/or monitor an automated financial and operational record keeping system.
2. Ability to use QuickBooks and prepare a limited budget.
3. The ability to work and collaborate with the leadership team for The American Legion, Department of Maine to assure an efficient and effective economic environment for The American Legion, Department of Maine, both currently and for the future.
4. The ability to communicate to both the membership and the leadership of The American Legion, Department of Maine the financial and operational needs, both current and future, for The American Legion, Department of Maine as well as the current financial position for The American Legion, Department of Maine.
5. The ability to coordinate and facilitate the annual audit for the Department of Maine.
6. The ability to collaborate and facilitate relationships with outside financial organizations including banks, tax advisors and taxing authorities and others as necessary.
7. The ability to keep informed on financial and record keeping technology and issues and how they apply to The American Legion Department of Maine, and its subsidiaries.
8. Must be a Veteran.
9. Must be willing to work one day a week and three possible weekends per year.

Interested applicants should contact Department Adjutant Paul L'Heureux at 207-873-3229 or email [paul@mainelegion.org](mailto:paul@mainelegion.org).