

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML210914**

OPEN DATE: 17 September, 2021

CLOSE DATE: 30 September, 2021

LOCATION: Mountaineer Job Challenge Program, Camp Dawson, 1001 Army Road, King, WV 26537

JOB TITLE: MA Admin/Operations Specialist

WORKING TITLE: Accounting Assistant

SALARY RANGE: \$40,188 - \$42,180

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to Deborah.s.taylor28.nfg@mail.mil. All Applications must be received by closing date. Applications may be obtained from the West Virginia National Guard Web site at <http://www.wv.ng.mil/HRO/>

TRAINING AND EXPERIENCE

1. High School Diploma or GED. Preference will be given to candidates have graduated from an accredited four (4) year college or university with a major course work in the area of assignment or related field: Accounting, Business, Public Administration..
2. Two (2) years of full-time experience with financial responsibility in one or more of the following areas: accounting, bookkeeping, payroll, data processing, inventory, WV State Purchasing OR other transferrable experience, as appropriate.
3. Preferred: Experience with WV State Purchasing procedures.

NATURE AND SCOPE OF WORK

Under the general supervision of the Program Manager, the Fiscal Officer performs skilled financial and human resource work. The Fiscal Officer serves as the financial officer at the Program level. The scope of responsibility includes budget preparation, execution and reporting. The Fiscal Officer maintains personnel information as required. The Mountaineer JOB Challenge Program Fiscal Officer must coordinate information with state and federal employees assigned to the execution of the Master Youth Cooperative Agreement. The general duty day for this position is Monday - Friday, with some evenings and weekends, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Plan, develop and execute the program budget.
2. Assist with budget management and funding accountability.
3. Prepare budget related correspondence, reports, and documents required to conduct business.
4. Compile and present data related to program audits.
5. Provide data and reports as required for program evaluation.
6. Communicate professionally with inter-agency and other governmental agencies.
7. Maintain accurate and up-to-date records; process, sort and file documents numerically, alphabetically or according to other predetermined classification criteria; review files for data and collect statistics.

8. Interpret statutes, regulations and policies to staff to insure program compliance
9. Maintain information in accordance with MJCP, WV Military Authority (WVMA), State of WV, and National Guard Bureau.
10. Develop and implement operating procedures within regulatory and statutory guidelines.
11. Properly manage sensitive and confidential Student and Staff information.
12. Maintain on-site employee records in coordination with WV Military Authority.
13. Maintain time and attendance records.
14. Assist with the in-processing and out-processing of Students and Staff.
15. Assist with Administrative functions and activities of the program.

DUTIES AND RESPONSIBILITIES

1. Serve as the fiscal officer for the program: develop and execute the budget, manage purchases and services, and coordinate all aspects of budget management.
2. Collect, receipt, count and deposit funds as needed.
3. Coordinate and maintain the records for Child Nutrition Programs.
4. Maintain accurate, up-to-date and required documentation.
5. Track and meet deadlines.
6. Prepare reports reflecting the operational status of the program: monthly execution, quarterly reports, budget modifications and close outs, etc.
7. Compile records and reports for the supervisor, audits, evaluations and program coordination.
8. Maintain all assigned records and data IAW MJCP, WVMA, State of WV and NGB requirements.
9. Oversight for staff time and Attendance data submissions.
10. Maintain on-site personnel file requirements.
11. Assist with inventory and property control.
12. Use the designated data management system required for West Virginia Military Authority.
13. Assist in determining administrative requirements.
14. Must have valid driver's license, pass a criminal background check and pass drug screenings.
15. Must be physically capable of participation in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15-passenger van, 16-hour workdays, and lifting up to 40 lbs. of materials or equipment.
19. Must travel and attend off-site training.

KNOWLEDGE. SKILL. AND ABILITY

1. Knowledge of the principals of budgeting, financial projecting and reporting.
2. Knowledge of standard accounting practices and general bookkeeping.
3. Knowledge of proper techniques to handle, record, store, and dispose of PII.
4. Knowledge of general Human Resource Management.
5. Knowledge of office management.
6. Knowledge of business English, spelling and arithmetic.
7. Skills and experience with WV State purchasing procedures and policy.
8. Skill set in business operations, bookkeeping, accounting and financial planning.
9. Skill to develop and maintain accounting documents and records.
10. Skills required to maintain and manage confidential, personnel documents and records.
11. Skills necessary to complete required training: Fiscal Law, Cooperative Agreement Management, and Ethics.
12. Skill set in Microsoft Office package - Word, Excel, Access, and PowerPoint.
13. Skill to complete tasks from verbal or written instructions.
14. Ability to work with professionals in the MJCP process, not all co-located at the Program.
15. Ability to analyze and present operational situations and make recommendations for decisions.
16. Ability to understand and follow oral and written instructions.
17. Ability to establish and maintain effective working relationships with Students and co-workers.

SPECIAL REQUIREMENTS

1. As a condition of employment, MJCP employees are required to purchase and maintain uniform items, which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
5. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.
6. **A pre-employment drug screen is mandatory.**

Phillip R Cantrell

Director, West Virginia military Authority