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**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML160305**

**OPENING DATE: March 28, 2016**

**CLOSING DATE: April 8, 2016**

**LOCATION:** Mountaineer Challenge Academy, 1001 Army Road, Camp Dawson, Kingwood, WV 26537

**JOB TITLE:** MA Administrative/Operations Specialist  
**FUNCTIONAL TITLE:** Budget Officer

**SALARY RANGE:** \$40,188- \$60,024

**AREA OF CONSIDERATION:** Statewide

**Note: Position carries a six months probationary period.**

**HOW TO APPLY:** Anyone interested in applying for this position must submit a completed State of West Virginia Application for Employment and resume by the Closing Date listed to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Applications may be obtained from the Human Resources Office of the Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311 or at

<http://www/wv.ngb.army.mil/jobs/forms/default.html>

**NATURE AND SCOPE OF WORK**

Under the general supervision of the Director, the Budget Officer performs skilled financial and human resource work. The Budget Officer serves as the financial officer at the Program level. The scope of responsibility includes budget preparation, execution and reporting. The Budget Officer maintains personnel information as required. The Mountaineer Challenge Academy (MCA) Budget 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 MCA, WV Military Authority (WVMA), State of WV, and National Guard Youth Challenge (NGYCP)
10. Develop and implement operating procedures within regulatory and statutory guidelines: MCA, WVMA, State of WV and NGYCP

11. Properly manage sensitive and confidential Cadet 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 Cadets
15. Assist with the in-processing and out-processing of Staff
16. 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 MCA, 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. Use the designated data management systems required for National Guard Youth Challenge.
14. Assist in determining administrative requirements.
15. Must have valid driver's license, pass a criminal background check and pass drug screenings.
16. 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 work days, 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 Personal Identifiable Information.
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 Challenge process, not all co-located at the Academy
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 Cadets and co-workers

### **TRAINING AND EXPERIENCE**

1. High School Diploma or GED
2. Two (2) years of full-time or equivalent part-time paid experience OR 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. Substitution: College hours, related business school, or vocational training may be substituted for the required experience.
4. Preferred: Graduation 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 or other related area.
5. Preferred: Experience with WV State Purchasing procedures.

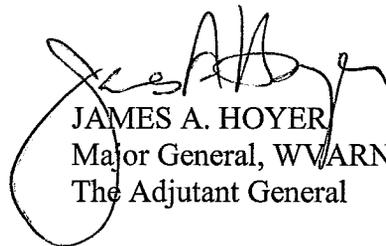
**SPECIAL REQUIREMENTS**

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) 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 anytime without cause.

MCA Form 522

Effective Date: 01/27/2014

Revised Date: 03/02/2016



JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General