

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML160913**

OPENING DATE: September 28, 2016

CLOSING DATE: October 12, 2016

LOCATION: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative Operations Assistant 3

SALARY RANGE: \$36,564 - \$54,684

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: Rhonda Combs Wick, Chief Financial Officer, West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or

<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.html>

NATURE AND SCOPE OF WORK

Under general supervision, performs moderately complex administrative support and clerical work in the Finance & Administration Division of the WV Military Authority. Work requires the application of modern office procedures and the use of personal computer and related databases, office automation software and spreadsheets in the daily activities. Gathers and computes information for payroll, time and attendance, and personnel related functions. Maintains knowledge of Command changes in the WV National Guard; prepares and audits time and attendance for the Adjutant General's Office; Process and report injuries for worker's compensation claims, review and process invoices; maintain and process ASIP reports on a quarterly basis; maintain, compiles and process changes for Multiple Work Site Report on a quarterly basis; verify and report unemployment claims; prepare, enter and process monthly WV Military Authority employees roster; interacts with WV Military Authority units, other state agencies, and the WV National Guard Officers and members in performing duties; assists in development of office procedures and assists in resolving operational problems; assists other employees in areas as needed; occasional in-state travel for training purposes. Performs related work as required.

Serve as backup for: preparing and processing payroll changes for WV Military Authority assigned units; posts vacant positions in accordance with agency personnel policy; Process and pay unemployment invoice quarterly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of state purchasing regulations and procedures and automates systems.

Knowledge of invoice payment procedures for state government.

Knowledge of basic arithmetic to include addition, subtraction, division and multiplication.

Knowledge of the OASIS HRM payroll system, Kronos system, and the OASIS financial management system in state government.

Ability to analyze data quickly and accurately and to use a calculator/computer.

Ability to review financial documents such as invoices, purchase orders, timesheets, purchasing logs, etc. for accuracy.

Ability to interact effectively with a wide variety of people to include state officials, federal employees, vendors and the general public.

Ability to communicate effectively, orally and in writing.

PRINCIPAL DUTIES/RESPONSIBILITIES:

Time and Attendance – Maintain and update all time for employees into Kronos System, actually monitoring all employees approximately 450 to 500 employees for pay. Run reports from Kronos when requested. Train all employees, timekeepers, and supervisors on how to use and maintain the Kronos System

Assist the Director of the WV Military Authority with approving requested leave from the Kronos Request Manager.

Compile, audit and process Multiple Worksite Reports every quarter for Work Force WV

Prepare monthly roster for WV Military Authority Employees & distribute to supervisors

Report current, new hires, resignations, retirements and terminations quarterly for the ASIP report

Compile, audit and report all workers compensation claims and communicate with claims adjusters from Zurich

Process invoices for Workers Compensation twice a year into Oasis Finance via IET documents

Attend safety meetings quarterly

Compile, audit and process all unemployment claims to Work Force WV

Review and process deposits via CR documents in OASIS for all Amory Rentals throughout the state.

Manage and process all Travel Cards for employees through United Bankcard Center

Reconcile the Oasis Payroll Document every pay period (backup only)

Copy and distribute Oasis Payroll Document and payroll edits to people who voucher them (backup only)

Maintain the Oasis Payroll Document and payroll edits in a book then schedule each pay period (backup only)

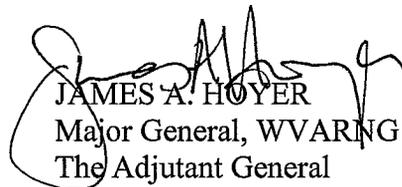
MINIMUM QUALIFICATIONS

TRAINING: Graduation from a standard high school or equivalent.

EXPERIENCE: Four years of full-time or equivalent part-time paid employment in clerical and administrative support work.

SPECIAL REQUIREMENTS

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. 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.
4. 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.


JAMES A. HOYER
Major General, WVARNG
The Adjutant General