

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260428

OPENING DATE: 29 Apr 2026 CLOSING DATE: 15 May 2026

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

TITLE: MA Administrative/Operations Manager 1

WORKING TITLE: Grant Manager

SALARY RANGE: \$42,738 - \$65,024

How to Apply:

Anyone interested in applying for this position must submit the following:

- 1. a completed WV Military Authority Application**
- 2. a resume which includes THREE PROFESSIONAL REFERENCES**
- 3. college transcripts (unofficial copies are acceptable; official copies are required prior to hire date)**
- 5. OPTIONAL: additional information (electronic portfolio, letters of recommendation, documentation of professional development, etc.)**

Application materials may be submitted to the address below:

WV Military Authority/ Application, 1703 Coonskin Drive, Charleston, WV 25311. or email to: ng.wv.wvarng.list.ma-hro@army.mil

Applications may be obtained from the WV Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. An electronic copy of the application may be downloaded from: <https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

NATURE AND SCOPE OF WORK

This is full-performance or advanced level professional governmental accounting in one or more functional areas to include general accounting, internal auditing, grant monitoring, budgeting/administration, financial analysis, financial reporting and statutory accounting. Work involves the application of professional governmental accounting principles and techniques in the analysis of complex financial transactions and the preparation of documentation, financial statements and reports to control and account for state and federal funds. Employee may be responsible for analyzing financial transactions, preparing reports on expenditures, budget

estimates, writing and reviewing audit programs, and analyzing complex accounting transactions for compliance with general accepted accounting principles, guidelines and procedures. May prepare complex financial forecasts and reports. Performs related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Maintains expenditure and budgetary control accounts and prepares reports showing status of accounts; maintains records of operational costs and distribution of direct and indirect costs to proper accounts

Analyzes accounting records and reports and prepares management reports in required format

Performs accounting operations for multiple, complex funds or accounts or for a variety of programs, grants, or funds

Prepares invoices for accounts receivables and tracks and monitors accounts receivable accounts

Processes payments for contract and non-contract items

Prepares vouchers and other types of reimbursement requests for cooperative agreements and grants

Prepares adjusting entries in accounting system as needed

Assists in the installation and modification of accounting procedures and systems

Analyzes complex administrative and technical problems and formulates suggested improvements or solutions; evaluates and approves selection of information to be included in reports of examination

Evaluates efficiency and effectiveness of various programs; analyzes financial records for completeness and accuracy to determine compliance with state and federal laws and with national accounting and auditing standards

Maintains knowledge of current trends and developments in the accounting field

May review the work of accounting support and other office support

May train lower-level accountants/auditors to prepare financial documents such as vouchers, financial schedules and reports and in the implementation of departmental accounting and financial procedures

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted professional accounting and auditing principles and practices;

of the principles, practices, methods and techniques of governmental accounting and auditing; of applicable databases and automated accounting systems and applications

Skill in the use of a personal computer especially in the area of accounting spreadsheet applications

Ability to prepare accurate accounting entries and adjustments and perform mathematical computations accurately and quickly; ability to analyze and interpret accounting records; to assemble, analyze, and prepare reports and statements of financial data; to communicate effectively, both orally and in writing; to use sound technical judgment in determining accuracy and completeness of financial information; to establish and maintain effective working relationships with others

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from an accredited college or university in business administration with a concentration in accounting preferred. OR a Bachelor's degree from an accredited college or university.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in budgeting or professional accounting or auditing. Preference may be shown to applicants with experience in governmental accounting.

SUBSTITUTION: An additional four years of required full-time or equivalent part-time experience in accounting, auditing or procurement may substitute for a Bachelor's degree from accredited college or university.

SPECIAL REQUIREMENTS

1. This position falls under the West Virginia Public Employees Retirement System (PERS). Members of the Teachers Retirement System (TRS) or the Teachers Defined Contribution (TDC) may contact the West Virginia Consolidated Public Retirement Board, Capitol Complex, Building 5, Suite 1000, Charleston, WV 25305, Phone (304) 558-3570. The rule for transfer of retirement contributions depends on the applicant's current employment status.
2. CONSIDERATION WILL BE GIVEN TO ALL REQUIRED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
3. Position requires security clearance and background check.
4. Position requires current State issued driver's license.
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.

MURRAY "GENE" HOLT, II
WV Military Authority Director