

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260918**

OPENING DATE: 18 September, 2026 **CLOSING DATE:** 9 October 2026

LOCATION: Civil Engineer Squadron, 167th Airlift Wing, West Virginia Air National Guard, Martinsburg, WV

JOB TITLE: MA Facility Resource Manager

STARTING SALARY: \$39,114 - \$59,684 per annum

POSITION TO BE FILLED UPON AVAILABILITY OF RESOURCES: The individual filling this position is an “At-Will” employee. The Office of the Adjutant General has the right to terminate employment at any time, with or without cause, and without notice

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application and resume** to: WV Military Authority / Applications, 1703 Coonskin Dr. Charleston, WV 25311

Applications may be obtained from the West Virginia Military Authority, 222 Sabre Jet Blvd, Martinsburg, WV 25405 or

<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

Return application via email: NG.WV.WVARNG.LIST.MA-HRO@ARMY.MIL

INTRODUCTION:

This position is located at an Air National Guard (ANG) Aviation Wing in the Civil Engineering (CE) Squadron of a Mission Support Group. The purpose of this position is to provide financial advice, accounting and bookkeeping support services for all Civil Engineering tasks and responsibilities. Duties involve managing, monitoring and assisting with the tracking of Civil Engineering Facility Operations and Maintenance Agreement (FOMA), Sustainment, Restoration, and Modernization (SRM) and Operations and Maintenance (O&M) budgets for both Federal and State funds and Military Construction (MILCON) funds, originating and authorizing purchase orders, performs final accounting for closeout of all work orders, manages the IEMS program, manages accounting services and advises the unit's Federal Resource Advisor (RA), and performs functions so that accurate record keeping is maintained at all times. Position reports to the Facility Manager or Base Civil Engineer.

DUTIES AND RESPONSIBILITIES:

(1) Manages all CE funding resources. Acts as the focal point for all funding related matters involving CE. Maintains the account/record keeping ledger by entering all purchase orders and O&M expenditures into the required database. Develop, implement and maintain database, spreadsheets, reports and graphs that portray an annual and historical expenditure and consumption pattern for use in resource analysis. Partners with Unit Resource Advisor to submit budget proposals for annual budget and financial plan. Prepares spreadsheet for annual budget review. Reconcile accounts monthly and verify expenditures balance with state and federal comptrollers.

(2) Originates and authorizes purchase orders. Confer with facilities manager, building maintenance supervisor, production control, environmental engineer, and supply technician on materials requiring procurement. Obtain bids as governed by state or federal regulations, where applicable. Selects a vendor, using a State or Federal contract vendor where applicable. Prepare purchase orders insuring proper State of West Virginia and Department of Defense format and codes are used. Compile and maintain a control log of state purchase orders for historical reference.

(3) Performs final accounting for closeout of all work orders. Coordinate with production control, supply technician and engineering staff to insure all labor, material and contract information is complete. Recapitulate – the cost of all material used per work order for FOMA, O&M and RPS agreements, SRM, and MILCON funding. ANG and state computer programs shall be maintained to facilitate this. Coordinates with CE Workload Control to insure all man hours and costs are captured and recorded per work order. Compile final project costs, transfer files to the real property technician for final closeout.

(4) Manages the IEMS Program. Enters users into the program and assigns permissions. Instructs users on how to use the program. Enters all initial data at the beginning of each fiscal year. To include funding agreement information, federal codes, state codes, federal credit cards, collection work orders, beginning balances and wage increases. Reports problems with the program to the IEMS Helpdesk. Makes corrections to program as instructed by the IEMS Implementation team. Coordinates with Real Property Manager to ensure accuracy of facility information. This data is used in combination with the utility bills to generate an AFERS report to Guard Bureau.

(5) Manages accounting services and advises the unit's Federal Resource Advisor (RA). Reviews all recurrent automated data reports for errors or erroneous charges. Monitors levels of obligations for all Civil Engineering accounts. Assures that all proper approvals and documentation are received before funds are obligated. Notifies the RA of any account problems, when account balances are becoming low, or when other actions are required. Assists the Base Civil Engineer (BCE) in preparing the monthly Real Property/MILCON report for the National Guard Bureau IMPAC statement, and other special funding reports as required. Preparing the report includes writing the cover letter, updating status of current projects, recapping to date committed and obligated funds and updating spreadsheets for major

construction and repair projects. Responsible for distribution of the report. Partners in preparing annual budget projections and requests. Tracks prior and current expenses to project future expenses. Prepares spreadsheet for annual budget review. Partners in maintaining the RA's file. Validates base accounting documents to verify that obligations are accurate.

Communicates with both RA and Base Comptroller to correct errors. Is assigned as one of the Assistant RA's attending meetings as necessary representing the Civil Engineer Organization.

(6) Performs the functions necessary to operate IEMS so that accurate record keeping is maintained at all times. Inputs initial requisitions. Assigns budget information to approved requisitions. Inputs utility meter readings and costs. Generates state and federal purchase orders and enters receipt of services rendered. Enters payments into ledger and modifies purchase amounts.

(7) Performs other duties as assigned.

FACTOR DISCUSSION

Factor 1. Knowledge Required by the Positions

Incumbent must be thoroughly familiar with all aspects of accounting and have abilities in the following areas:

- Must be able to operate computer and software products, including spreadsheets, database, word processing and graphic programs. Design, implement and maintain computer programs. Program Civil Engineer reports on personal computer.
- Considerable knowledge of modern office equipment.
- Knowledge of State of West Virginia procurement rules and regulations.
- Knowledge and ability to work under the State of West Virginia contract vendors.
- Knowledge of the principles and methods of military facilities.
- Ability to obtain competitive bids under the state Local Purchase Authority guidelines.
- Ability to write professional level correspondence and effectively communicate orally.
- Ability to maintain account files and analytical data for auditing and historical purposes.
- Ability to analyze financial records and reports and locate errors.
- Ability to prepare and submit budget proposals to Facility Manager and Base Civil Engineer for review.

- Ability to contract out Civil Engineering projects according to Federal and State Laws and guidelines.
- Ability to formulate and initiate plans and procedures and direct their implementation.
- Understands and carries out oral and written directions which involve policy and procedural interpretation.
- Possess the abilities to follow directions, to take criticism, to get along with coworkers and supervisors, to treat coworkers, supervisors and customers with respect and courtesy, and to refrain from abusive, insubordinate or violent behavior.

Factor 2. Guidelines

Numerous guidelines are available with which the incumbent must be familiar that cover procedural and regulatory requirements (i.e., standard supply reference material, texts, and manuals covering the functional work areas, applicable Federal and state regulations and directives, technical orders, supply catalogs, and local operating instructions). Incumbent uses judgment in choosing, interpreting, or adapting available guidelines to specific issues. Some guidelines are of a general nature, are not completely applicable, or have gaps in specificity, and cover program and equipment processes in the organizations. Employee uses judgment in interpreting and adapting guidelines (and in some situations developing local guidelines and instructions) such as policies, regulations, precedents, and work directions for application to specific problems.

Factor 3. Personal Contacts

The incumbent must continually communicate with production control, supply technician, state maintenance supervisor, unit resource advisor, facility manager, environmental engineer, deputy base engineer, base civil engineer, base personnel and others as appropriate who may be involved in the expenditure of labor and funds. Outside the base, communication will be with ANG Civil Engineering (NGB/A7), United States Property and Fiscal Office (USPFO), West Virginia Military Authority, vendors, contractors and suppliers.

Factor 4. Physical Demands

Work mostly entails deskwork, but additional duties or mission requirements may dictate use of any Civil Engineering equipment for facility maintenance, engineering, project completion or snow removal. Frequently lifts and carries objects up to 25 pounds, may occasionally handle items that weigh up to 50 pounds. Specialized material handling equipment is available for heavier items.

Factor 5. Work Environment

The work is generally done in areas that are well lighted, heated, and ventilated. May work inside in areas that are drafty, or outside in all weather conditions. Will need to be able to

transverse the base and travel off base to meet personal contacts. Occasional training and travel, sometimes overnight, will be required.

Factor 6. Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in business administration, accounting, real estate management or related field.

NOTES:

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). Members of the Teachers Retirement System (TRS) or 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.¹
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 EMPLOYMENT MEANS THAT THE EMPLOYEE MAYBE TERMINATED AT ANYTIME WITHOUT CAUSE.
5. Applicant will be subject to favorable security and background check.

Murray "Gene" Holt II
Director, West Virginia Military Authority
