

DEPARTMENT OF MILITARY AFFAIRS
Lincoln's ChalleNGe Academy

CAREER OPPORTUNITY ANNOUNCEMENT
Personal Services Contract

POSITION TITLE: BUDGET OFFICER
SALARY: \$4,548/MONTH
WORKSHIFT: Determined by the Director of Lincoln's Challenge Academy
LOCATION: Rantoul, IL
LCA #20-036

AREA OF CONSIDERATION: N/A

EXAMPLE OF WORK Under the administrative direction of the Director, provides direct oversight for development, submission, modification and reporting of the fiscal budget. Supervises personnel and operations of the Budget Office. Requires management of a budget of up to 10 million dollars annually for a privately held company, public-municipal or faith based organization. Schedules and assigns work, develops time and attendance schedules, performs staff evaluations, provides training, and recommends personnel actions. Enters all payroll changes, computations of retroactive pay, lump sum pay-outs, miscellaneous adjustments, and various deductions using the Central Payroll System. Ensures that the retrieval and distribution of pay warrants and resolution of payroll and disbursement problems are in accordance with State Comptroller guidelines and policies. Manages payroll and deferred compensation programs for the Lincoln's Challenge Academy. Processes payroll transactions in accordance with State Comptroller's Office guidelines and policies. Advises staff on payroll matters.

1. Develops initial fiscal year operating budget proposals for submission to the Academy Director, US Property & Fiscal Officer (USPFO), and the Illinois Adjutant General (AG). Monitors all obligations and expenditures (state & federal) to ensure budget constraints are not exceeded and that the allowability of costs specified in the Master Youth Program Cooperative Agreement (MYPCA) are not exceeded. Maintains a list of unfunded requirements for future budget consideration. Prepares cash flow analysis reports reflecting projected monthly federal obligations by budget object code and submits revised reports when required. Prepares monthly/quarterly/annual budget reports reflecting actual expenditures and obligations for review by the Director, USPFO and AG. Prepares modifications to the MYPCA for administrative changes, increased/decreased funding and/or changes in budget object codes. Reviews and approves all supply and equipment requests within the dollar limits established by the Department of Military Affairs (DMAIL) and recommends approval/disapproval when those limits are exceeded prior to purchase and/or submission to DMAIL and/or USPFO purchasing agencies.
2. Performs as local Contracting Officer for state purchases under \$1,000 and initiates contracts through DMAIL Purchasing Officer when contracts exceed that amount. Reviews and validates all contract specifications and statements of work for accuracy and completeness. Ensures contractual obligations of vendors are met. Conducts scheduled and no-notice inspections on contract performance of jobs in work and final inspections prior to release of invoice for payment. Reports findings to proper authority. Validates satisfactory receipt of supplies, equipment and/or services prior to processing for payment. Maintains documentation to support all financial disbursements.
3. Responsible for processing of cadet living allowances and graduation allowances. Ensures maximum dollar limitations are not exceeded. Approves/Disapproves cadet assessments for damages to equipment and/or facilities and for lost/damaged clothing.

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4. Ensures bank reconciliation and reporting is accomplished. Maintains computer databases of employee data, updates computer files and hardcopy files as necessary to maintain accurate records. Ensures required forms, e.g., W-4's, direct deposit, etc., are properly completed. Maintains payroll files and tables. Develops, implements, and enforces payroll and time/attendance policy and updates existing policy as required. Provides guidance to supervisors regarding Payroll and Time/Attendance matters. Manages the State of Illinois Deferred Compensation Plan (DCP) for the Lincoln's Challenge Academy employees. Provide employees with general and technical information relating to DCP and processes applications, change requests, hardships, and terminations of deferred compensation. Ensures employees are notified when cost of living, grade, and other pay increases will affect individual DCP deductions. Ensures DCP withholdings are accurately posted to pay records. Acts as liaison with Central Management Services DCP office for resolution of problems. Ensures correct pay rates and appropriate deductions for each employee. Performs initial auditing of payrolls to ensure accuracy for all employees. Receives and distributes wage deduction vouchers for the Illinois Comptroller's Office and their appropriate trustee or receipting units. Serves as the proponent authority for policies, procedures and regulatory guidance associated with the functions of the Budget Officer position. Develops policies, procedures and other guidance needed to implement and execute the duties, responsibilities and functions of this position description. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

REQUIREMENTS: Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access. Requires the knowledge, skill, and mental development equivalent to the completion of 2 years of college with coursework in business or public administration, accounting/bookkeeping, supply management and contract management. Requires 6 years supervisory or administrative military experience.

KSA's: Requires working knowledge of federal and state supply, accounting and contracting procedures. Requires ability to manage a high volume of information and activities. Requires ability to assimilate information and data, and recall with a reasonable degree of proficiency. Requires ability to make rapid and accurate arithmetic calculations. requires working knowledge of institutional feeding principles. Requires ability to use office automation systems. Requires ability to lift and carry 50 lbs., i.e., heavy boxes of files and supplies. Requires a valid Illinois driver's license.

ALL APPLICATIONS MUST BE COMPLETE: Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD214 to their application.

DOCUMENTS THAT CANNOT BE ACCEPTED: Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

EMPLOYMENT STIPULATIONS: This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement. Prior to hiring a federal background check for computer access is required.

EQUAL OPPORTUNITY: The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

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WHERE TO SUBMIT: Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: www.lincolnschallenge.org
Mail, email or fax documents to:

Lincoln's Challenge Academy
ATTN: James M. Campbell, Sr.
Human Resources Manager
212 W. Borman Drive
Rantoul, IL 61866
(217) 761-1302
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Date Posted: 9 September 2020

Closing Date: 30 September 2020