

SUNY ORANGE

CAREER SERVICES JOB ORDER: # 7-0469 [x] FULL-time

IMPORTANT NOTICE: SUNY ORANGE Career Services Office DOES NOT screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

Opening date:	07/25/07
Duration:	Permanent
Firm name:	U.S. Military Academy
Mailing address:	West Pont, NY 10996
Telephone	(845) 938-2822
Fax #	
Contact:	Civilian Personnel Advisory Center
Job title:	Budget Assistant, NF-0561-03
Job location:	Wes Point, NY
Hours of work	35-40
Education required	High school education or GED
Salary	\$12.50 to \$13.50/hour - Eligibility for benefit package (health/life/long term care insurance, retirement and 401K)
# of openings:	1
Major required	None specified
Requirements/experience	Progressively responsible experience
Job summary	Performs administrative duties assisting managers with budget formulation & preparation. Assists with monitoring budget execution for the NAFI. Gathers, verifies & compiles a variety of narrative & statistical data used in budget formulation & presentation. Corrects or recommends the adjustment of inconsistent totals, subtotals, & individual entries. Prepares budget estimates & justifications for program support activities. Researches guidance to extract legal, regulatory program & budgetary information. Prepares summaries of narrative, quantitative & statistical data in budget forms,

	schedules & reports.
Resume required	Yes plus application
Category	Accounting
To apply:	<p>DA Form 3433 or USMA Form 2476 (may be obtained and filed at the NAF Personnel Office, 626 Swift Road, West Point, NY 10996 or downloaded from www.usma.edu/cpac and mailed to US Military Academy at same address above. Or faxed to: (845) 938-2363 or e-mailed to: wpnafresumes@usma.edu</p>