

State of California, Military Department  
State Active Duty (SAD)  
Vacancy Announcement  
1 Position Available

### Position Details

Announcement Number: SAD VA 2026-022  
Opening Date: 27 February 2026  
Closing Date: 12 March 2026  
Position Title: Resource Accounting Analyst (SAD E-6)  
Duty Location: 163 Attack Wing (ATKW), March ARB, CA  
Selecting Official: Facility Manager, 163 Civil Engineering Squadron (CES)  
Projected Employment Date: 12 April 2026

### Vacancy Announcement Details

The California Military Department is accepting applications for the State Active-Duty position indicated above. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active-Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1, dated 15 November 2024. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The Service Member selected for this position will be paid at their federal or California State Guard (CSG) pay grade, not to exceed E-6** This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.** The Service Member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Employee Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Savings Plus, and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

### Eligibility Requirements

- Active members of the California Military Department (Army, Air, CSG) in the grades **E-5 through E-7** may apply. Applicants must have a militia affiliation per Para 5-2 of CMD Reg. 600-1. CSG members who have no prior federal militia experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies.
- Must possess general computer knowledge including proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access).
- Familiarity with relational database applications and spreadsheets and knowledge of general accounting principles.
- Knowledge of Air Force and ANG accounting and budgeting systems and codes.
- Ability to develop reports and briefings relating to budget and accounting processes and results.
- Ability to effectively communicate financial requirements with HHQ, NGB and local FM as needed.
- Applicants must maintain good standing with militia component.

- Completion of militia and civilian education requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**
- Militia assignments appropriate to the grade of the applicant are required.
- Applicants must meet, and maintain, militia component medical and physical fitness standards.
- Appropriate militia uniform with federal or state recognized rank will be worn in accordance with militia regulation.
- Must be able to pass State and Federal background checks (Live Scan), and California Military Department status verification. Continuation of employment is contingent upon maintaining favorable background checks.
- Must possess a valid state driver's license.

### Primary Duties and Responsibilities

Work is performed under general supervision of the 163 Attack Wing Civil Engineer Squadron Facility Manager. Work direction is given in the form of operating procedures, command policies, and verbal instructions. Work is subject to spot check for accuracy and adherence to instructions.

- Monitors and assist with the tracking of Civil Engineer Squadron expenditures.
- Maintain the account/record keeping ledger by entering all purchase orders and Operations and Maintenance expenditures into the required accounting database, iEMS (Integrated Engineering Management System).
- Match invoices to purchase orders. Transmit purchase orders, utility bills, contract purchases, etc. to the State Military Department and Wing Financial Management (FM) office for payment.
- Cross check payment vouchers from the State Military Department with local database records to ensure all payments are accurate and valid.
- Reconcile accounts monthly and verify expenditures balance with state and federal comptroller reports.
- Track cyclical, seasonal and regular spending rates and trends, to provide historical information to future budget planning.
- Develop, implement, and maintain databases, spreadsheets, reports and graphs portraying annual and historical expenditure and consumption patterns for use in resource analysis.
- Develop proposals for annual budgets and financial plans. Tracks prior and current expenses to project future expenses. Prepares spreadsheet for annual budget review.
- Generate required forms to accomplish acquisition processes, to include fund transfers, when directed.
- Ensures Civil Engineer internal controls for FOMA, SRM & MILCON are adhered to with financial oversight.

### Instructions for Submitting Applications

Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs. **Applications missing signatures and/or required documents will not be considered.**

- **All Applicants:** State Active-Duty Appointment Application. To view the State Active Duty Appointment Application, please click [State Active Duty Appointment Application \(.pdf\)](#).
- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, transcripts, record brief, RIP, etc.).
- **All Applicants:** Authorization for Release of Information Form. To view Authorization for Release Form, please click [Authorization to Release Information Form \(.pdf\)](#).

- **All Applicants:** Are **required** to submit a Resume.
- **All Applicants:** Unit Verification Memorandum with Unit/BDE Legal clearance letter or email. California State Guard applicants will have the memorandum completed by CSG HQ. To view Unit Verification Memorandum Template, please click [Unit Verification Memorandum Template \(.pdf\)](#).
- **All Applicants:** [DMV Printout](#) current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
- **CA Army National Guard (CAARNG) Applicants:** Are required to submit a Record Brief (ERB) or IPPS-A printout, current within the past six months.
- **CA Air National Guard (CAANG) Applicants:** Are required to submit Report on Individual Person (RIP), and ARCNet Individual Readiness Detail, current within the past six months.
- **California State Guard (CSG) Applicants:** CSG Accession Orders and Current Promotion Orders.
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed Service Members only.

Complete applications and all supporting documents may be e-mailed to the California Military Department as **One PDF file** to [SP.SADApplication@cmd.ca.gov](mailto:SP.SADApplication@cmd.ca.gov). Applications must be received by the State Personnel office no later than **midnight on Thursday, 12 March 2026**.

#### Statement of Qualifications:

**A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application. Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.**

**Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:**

- **What training, education, and work experience do you have that would assist you in this position?**
- **Describe your experience working with funds and resource accounting for Fund Cite Authorizations, Requests for Purchase, Military Interdepartmental Purchase Requests, and Journal of Voucher.**
- **What experience do you possess regarding Federal and State cost share funding such as Facility Operations and Maintenance Activities, Requests for Advance or Reimbursement, and Cooperative Agreements?**
- **Why do you feel that you would be the best-qualified candidate for this position?**