



**Event Location:** Joint Base Lewis-McChord Job Fair

**Headquarters Location:** Indianapolis, Indiana with Positions at Joint Base Lewis-McChord, Washington

**Salary Range:** : \$39,873 – \$64, 204/per year

## **MILITARY PAY OPERATIONS CAREER OPPORTUNITIES**

### **ELIGIBILITY REQUIREMENTS:**

- Must be a U.S. Citizen
- Must be able to obtain and maintain a Secret Security Clearance

**POSITIONS RECRUITING FOR: Military Pay Technician (Developmental)** at Joint Base Lewis-McChord, Washington (and other Army installations around the United States)

**HOW TO APPLY:** Send your resume to: [usarmy.indianapolis-in.fin-mgt-cmd.list.g1-all@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.list.g1-all@army.mil)

### **DUTIES: GS-545-05/06/07, Military Pay Technician:**

- At the developmental level you will receive on-the-job training in selected assignments to develop knowledge skills of a Military Pay Technician. Training is designed to develop experience and progressively increase practical understanding of military payroll, travel, and banking/dispersing operations; financial management regulations; and auditing payroll records.
- As you progress, you will learn the full gamut of financial management topics that support Soldiers and their families. Face to face customer service is the critical component of this position. There are many different entitlements that Soldiers could receive; our employees need to be able to explain to Soldiers why they may or may not be entitled to some entitlements and not others. Some of the job roles that this position will expose you to and you may perform include – Soldier and family member travel related to Permanent Change of Station (PCS), dispersing and collecting functions, making death gratuity payments to beneficiaries when a Soldier dies, impact on Soldier pay when they are incarcerated, actions to take and impact to pay as Soldiers prepare to deploy and return from deployments; how to research both active and reserve pay systems, how to process pay changes, how to elevate special pay cases to the Defense Finance and Accounting Service for unique processing, the impact of Soldiers pay as they retire or separate from the Army, how to assist Soldiers with a military pay debt whether it a debt which occurred when they were in service at the time or when that debt is identified after they have left the Army, how to handle Wounded Warrior pay accounts and help Wounded Soldiers with their pay, how to teach Soldiers about their pay, how to audit Soldiers pay records in advance of deployments to ensure their pay is accurate as they deploy and redeploy, how to talk to family members about Soldier pay, and how to assist families when the Soldier is deployed.