

POSITION : Military Pay Support Specialist - Buckley

DEPARTMENT : Military Pay Support Services

POSITION SUMMARY : The Military Pay Specialist (Contractor) performs the full range of military, technician, and military pay actions in support of Army National Guard operations. This position applies a comprehensive understanding of accounting and budget processes to ensure accurate, timely, and regulation-compliant pay and travel entitlements.

The incumbent provides expert technical assistance on military pay entitlements, payroll processing, travel reimbursements, debt management, and regulatory compliance to the Comptroller/Financial Manager (FM), Military Personnel Office (MILPO), Defense Finance and Accounting Service (DFAS), National Guard Bureau (NGB), supported Army National Guard (ARNG) units, and technician employees. The position supports daily operations, annual training, mobilizations, deployments, inspections, audits, and overall readiness missions.

JOB CATEGORY : Full Time, Non-exempt

HIRING RANGE : \$26.00-\$31.00/hour

WORK HOURS: 0630-1700 hours, or 6:30am – 5:00pm, Tuesday - Friday, weekends may be required, and the work week will be flexed when required.

PLACE OF PERFORMANCE: United States Property and Fiscal Office (USPFO) – Resource Management Division; primary duty location at Buckley Space Force Base, Aurora, Colorado.

REPORTS TO: Military Pay Operations Manager / Government Contracting Officer's Representative (COR)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Military Pay, Entitlements & Account Management

- Process military pay transactions, including base pay, special pays, allowances, incentive pays, and travel entitlements.
- Review personnel data, validate, and adjust pay entitlements to ensure accurate pay entitlements and compliance with DoD and service-level regulations.
- Perform account audits involving retroactive payment issues and execute corrective actions.
- Process manual accounting adjustments when transactions are not automated.
- Reconcile Master Military Pay Accounts (MMPA) and resolve discrepancies.

- Obtain, review, and validate supporting documentation from units, directorates, service members, and family members.
- Prioritize and release corrective actions to DFAS in accordance with production schedules.
- Control and resolve overpayments, underpayments, and debt collection actions.
- Prepare clear, concise remarks and documentation for pay advice and audit trails.
- Coordinate with DFAS Cleveland, DFAS Indianapolis, DFAS policy branches, NGB, and Active Army Finance Offices.
- Identify overpayments and underpayments related to mobilization, deployment, and separation actions.
- Issue Unit Preliminary Listings (UPL) and Active Duty Master Listings (ADML) to initiate Annual Training pay processing.
- Coordinate with units to add or remove personnel from ADMLs and adjust tours of duty for Leave Without Pay (LWOP).
- Monitor payment timeliness in accordance with DFAS schedules.
- Verify mileage and travel payments within the Defense Joint Military Pay System (DJMS).
- Reconcile ADMLs with final certifications and initiate corrective actions as needed.

Personnel Transaction Processing

- Analyze Personnel Transaction Registers using personnel action, identify inconsistencies between personnel data and pay transactions transmitted from personnel systems.
- Prioritize transaction releases in accordance with DJMS Reserve Component and Active Component production schedules.
- Analyze reports to identify trends, discrepancies, and required corrective actions.
- Develop procedures to eliminate or minimize future pay errors and brief supervisors on findings.

Mobilization & Deployment Support

- Conduct Soldiers Readiness Processing (SRP) during pre-mobilization activities.
- Review mobilization orders to identify pay entitlements and provide guidance on required documentation.
- Counsel service members by providing entitlement summaries to support financial planning during mobilization.
- Coordinate with mobilization and demobilization stations to resolve delayed transactions and missing documentation.

- Maintain complete audit trails of mobilization pay actions throughout deployment cycles.
- Review pay accounts for status changes and verify accurate Release From Active Duty (REFRAD) dates.
- Compare Leave Master Records (LMR) with unit and mobilization documentation and initiate corrective actions.
- Initiate and review contingency travel vouchers prior to DFAS submission.
- Perform on-site assistance visits to mobilization and demobilization locations as assigned.

Training, Oversight & Unit Support

- Establish work priorities based on organizational goals and mission requirements.
- Monitor unit performance to identify training and developmental needs.
- Conduct initial training for newly assigned unit clerks on military pay and travel processes.
- Conduct follow-up visits approximately 90 days after training to assess performance and provide retraining.
- Develop training plans, performance metrics, and quality assurance measures.
- Mentor and train new military pay specialists and unit clerks.

Customer Service, Compliance & Quality Assurance

- Provide direct customer service to military members, technicians, vendors, and federal/state agencies to resolve pay inquiries, disputes, and entitlement issues.
- Assist with preparation and processing of pay-related forms (e.g., BAH, FSA).
- Ensure compliance with DoD Financial Management Regulation (DoD FMR), DFAS guidance, and applicable federal laws.
- Maintain accurate records to support audits, inspections, and IG reviews.
- Conduct self-audits and quality reviews of pay actions.
- Identify process improvement opportunities and recommend procedural enhancements.

REQUIRED QUALIFICATIONS

Education & Experience

- Associate's degree or equivalent degree in Accounting, Finance, Business Administration, or related field required. In lieu of a degree, four (4)+ or more years of relevant experience may suffice.

- Minimum of two (2) years of experience in financial services.

Knowledge, Skills & Abilities

- Strong analytical, problem-solving, and research skills.
- Exceptional attention to detail and accuracy.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and other technical requirements.
- Ability to handle sensitive and confidential information.
- Ability to work independently and as part of a team while meeting strict deadlines.

Certifications & Clearances

- Favorably adjudicated background investigation.
 - Eligibility for and maintenance of a Common Access Card (CAC).
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PREFERRED QUALIFICATIONS

- Prior military service, preferably in finance or personnel administration.
 - Experience supporting Army National Guard or Reserve Component pay operations.
 - Defense Finance and Accounting Service (DFAS) experience.
 - Experience supporting mobilization and demobilization operations.
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PHYSICAL DEMANDS & WORK ENVIRONMENT

- Professional office environment on a military installation.
 - Work hours 0630–1700, Tuesday through Friday.
 - No services performed on recognized U.S. Federal holidays or during government-directed closures.
 - Regular interaction with military personnel, contractors, and government officials.
 - Telework is authorized when approved by the Financial Services Supervisor.
 - Occasional travel to supported units and mobilization/demobilization sites may be required.
 - Primarily sedentary work at a computer workstation.
 - Occasional standing, walking, reaching, and lifting up to 25 pounds.
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PERFORMANCE STANDARDS

Performance will be evaluated based on accuracy and timeliness of pay actions, quality of customer service, regulatory compliance, effectiveness of training provided, ability to meet performance metrics, and adherence to security and professional standards.

SPECIAL REQUIREMENTS

- Must be a U.S. Citizen or possess appropriate work authorization.
 - Must comply with all federal ethics, Privacy Act, and confidentiality requirements.
 - Must maintain professional appearance and conduct in a military work environment.
 - May be required to support operations during emergencies, mobilizations, or special operations.
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EQUAL OPPORTUNITY EMPLOYER

AFL Enterprises, LLC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.

This job description is not intended to be all-inclusive. Duties and responsibilities may be modified as necessary to meet operational and contractual requirements.