



Eagle Squadron

Mission Support Squadron Comptroller NCO

Job Description

The Cadet Comptroller NCO assists the Comptroller Officer with the administration of all cadet funds. Such cadet will ensure all cadet funds are properly managed and records are kept up-to-date following HQ AFJROTC and school guidelines.



Mission Support Squadron Comptroller NCO

Job Description

1. Assists the Comptroller Officer in establishing financial management procedures.
2. Ensures all financial documentation is accounted for and properly filled/signed.
3. Helps establish procedures for accounting for all activity collected from cadets.
4. Tracks deposits, check requests related to Cadet Activity Funds.
5. Reviews monthly Cadet Activity Fund consolidation reports.
6. Keep transaction log up-to-date.
7. Ensures guidance for financial transactions follow procedures established by HQ AFJROTC in the AFJROTCI 36-2010 and BISD Guidelines.
8. Assists Comptroller Officer and Cadet Group leadership and SASI/ASIs with planning and organizing fund raising activities.
9. Maintains records to support comptroller's end of year report.
10. Performs other duties if needed by the Mission Support commander and SASI/ASIs.
11. Trains junior cadets in the duties/responsibilities of this office.

Requirements



The Cadet Comptroller NCO Position is normally assigned to Junior Cadet (AS-2/AS-4), who displays leadership and managerial skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Staff Sergeant

The minimum Aerospace Science (AS) level for this position is an AS-2

This position is highly recommended for cadets who have successfully completed at least one level of Cadet Leadership training and who have held a leadership position during the previous years. Attention to detail must be part of this cadet's skills necessary to perform well in this position.