



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	BUDGET OFFICER		
SALARY:	\$60,000-\$76,000 PER ANNUM (Salary commensurate w/exp)	SERIES NUMBER:	NF-0501-04
ANNOUNCEMENT #:	0041-10	OPEN DATE:	02/05/2010
LOCATION:	BUDGET OFFICE	FIRST CUT OFF DATE:	02/12/2010
AREA OF CONSIDERATION:	ALL SOURCES	HOURS: MON-FRI; 8:00AM-5:00PM **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input checked="" type="checkbox"/> RFT <input checked="" type="checkbox"/> COLA Included in Salary(subject to change)	<input checked="" type="checkbox"/> Resume/ Cover Letter Required/ KSA's	

DUTIES: Performs complex functional projects whose scope cuts across various departments and activities. Analyses and reports on financial operations, business performance and functional projects. Analyzes accounting reports, statements and other accounting data. Independently determines scope of duties and resolves problems for operations in which application of standard analysis and evaluation methods may not be used. Interprets and evaluates guidelines and references for local application to problems. May review expenditures to ensure funding is used as authorized. Research and analyze various subjects pertaining to retail command operations and businesses and prepare findings and recommendations. Recommends management actions when financial data shows unfavorable trends or deviations from plans. Provides advice on results of analysis and evaluation of financial operations with other aspects of operations. Reviews financial documents, correspondence and reports from higher authority to provide recommendations on resolving difficult matters and technical difficulties. Reviews fiscal integrity of financial documentation and systems, accuracy of reports and checks compliance with accepted accounting principles and regulations. Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Develops long range plans in conjunction with internal operating directives. Performs audit and review procedures to review internal controls. Completes account reconciliation and interprets financial statements. Prepares reports and guidance, and provides briefings on controversial or complex topics. Establishes and maintains effective relationships and collaborates with various levels of management within the federal and/or private sectors, and provides advice and assistance on matters of equal difficulty. Supervises employees to include: assigning and distributing work, coaching, counseling, tutoring, and mentoring employees; approving and disapproving leave, recommending and completing personnel actions, completing performance reviews and signing timecards, training employees, keeping abreast of and actively supporting the principles of the EEO program, and prevention of sexual harassment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: A degree in accounting or a related field such as business administration, finance or public administration, or a combination of education and experience - four years of experience in accounting and 24 semester hours in accounting or auditing, or a certificate, or an equivalent combination of accounting experience, college level education and training that provided professional accounting knowledge. (1)Knowledge of: accounting theories, practices, methods, and techniques to independently perform a variety of assignments and advise managers on accounting and financial matters and automated accounting system design practices and limitations. (2)Skill: in using computers, electronic communications, and spreadsheet analysis; analyzing accounting systems, or modifying and adapting conventional accounting; using analytical techniques and procedures to solve a variety of complex or controversial issues or accounting problems. (3)Knowledge of: organizational missions, functions, applicable regulations, and their relationship to other federal activities and private industry to determine impact of financial transactions on internal and external operations. (4)Knowledge of and skill to: perform audit and review procedures to review internal controls; complete account reconciliation; interpret financial statements; communicate effectively orally and in writing to prepare reports and guidance, and provide briefings on controversial or complex topics; establish and maintain effective relationships and collaborate with various levels of management within the federal and/or private sectors and provide advice and assistance on matters of equal difficulty.

FILING INSTRUCTIONS: Submit a completed MCCS employment application, Resume and Cover Letter and a separate sheet addressing the 4 knowledge, skills and ability factors for the position listed above to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED BY 02/12/2010 WILL BE GIVEN FIRST CONSIDERATION.**

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.