

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII  
 MCCS Personnel Office  
[www.mccshawaii.com](http://www.mccshawaii.com)  
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073  
 Fax 808-254-4888

<b>POSITION:</b>	<b>ACCOUNTING TECHNICIAN</b>		
<b>SALARY:</b>	<b>\$10.37- 13.50 Per Hour</b>	<b>SERIES NUMBER:</b>	<b>NF-0525-02</b>
<b>ANNOUNCEMENT #:</b>	<b>0051-10</b>	<b>OPEN DATE:</b>	<b>02/19/2010</b>
<b>LOCATION:</b>	<b>Finance - Fiscal</b>	<b>FIRST CUT OFF DATE:</b>	<b>02/26/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: 8:00am – 4:30pm Monday through Friday</b> <b>**Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input checked="" type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input type="checkbox"/> <b>Health Card Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Performs a variety of accounting clerical duties pertaining to the preparation and maintenance of journals, subsidiary ledgers, schedules and recapitulations reflecting various accounting transactions. Receives, analyzes, and classifies allotments, initiation, commitment and obligation documents. Receives documents for validity, budget and expenditure limitation, completeness and correctness of accounting data. Codes data onto necessary transaction sheets indicating type of appropriation and fund, control account, subsidiary account, limitation and cost center. Reconciles undelivered orders monthly with general ledger accounts. Reconciles subsidiary accounts with the general ledger, control accounts for receivables, payables, work in process, inventory and property accounts. Maintains required records and ledgers, prepares month-end accounting documents and financial reports, etc., reviews claims for advance payments, letters of credit and expenditure reports. Verifies daily sales summaries and daily cash reports. May be assigned either to blocks of vendor accounts payable, exercising full responsibility to resolve billing problems, or to Activity Daily Report accounts with similar resolution responsibility with managers, including verifying, coding balancing, and reconciling a variety of transactions. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** A minimum of one year of experience in responsible work, which demonstrates proficiency in accounting clerical methods and techniques. Requires knowledge of office practices and procedures relating to the processing and recording of transactions and accounting information. Must be able to make rapid and accurate mathematical calculation, operate general office machines, computer input terminals, calculators and typewriter. May be assigned either to blocks of vendor accounts payable, exercising full responsibility to resolve billing problems, or to Activity Daily Report accounts with similar resolution responsibility with managers, including verifying, coding balancing, and reconciling a variety of transactions. **(ACCOUNTING FAMILIARITY TEST WILL BE ADMINISTERED.)**

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/26/2009** WILL BE GIVEN FIRST CONSIDERATION. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled.

**WHAT TO FILE:** An application may be obtained at the NAF Personnel Office or by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com). **CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

**WHERE TO FILE:** MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through [www.mccshawaii.com](http://www.mccshawaii.com) website by selecting MCCS NAF Job Listings and then choose Apply Now option.

**EVALUATION AND RANKING OF CANDIDATES:** All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

**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 the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

**NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. 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.