

VACANCY ANNOUNCEMENT



** AMENDED 6/1/2010

MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	AUDIT CLERK		
SALARY:	\$9.00-\$10.00 PER HOUR	SERIES NUMBER:	NF-0503-01
ANNOUNCEMENT #:	0142-10	OPEN DATE:	06/01/2010
LOCATION:	BUSINESS OPERATIONS – AUTO SKILLS CENTER	FIRST CUT OFF DATE:	06/07/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Monday – Friday 2:00 PM – 8:30 PM Sat. / Sun. / Holidays 8:30AM – 5:00 PM **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report	<input type="checkbox"/> Salary to be increased by COLA (Subject to change)	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> Resume/Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> RFT <input checked="" type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Performs clerical duties in connection with auditing of documents and reports associated with the sale and/or purchasing involving Automotive Hobby Shop. Performs one or more of the following: prepares a variety of reports involving cash register readings, merchandise control on hand, merchandise transfers, invoices, resale goods and supplies, direct delivery goods, etc. Audits documents and maintains number controls such as credit slips, transfer vouchers, warehouse issuance, etc. Initiates necessary adjustments and corrections. Maintains required manuals, regulations, directives, guides, and other related materials. Assists and serves customers with merchandise; operates cash register, receives payments, makes change and completes related sales records. Prepares written sales slips as appropriate. Verifies personal checks before acceptance. Processes credit card sales. Accounts for assigned change fund. Responsible for merchandising, appearance and overall control of assigned area. Ensures all items are individually and properly marked. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Must be familiar with accounting clerical methods and techniques and administrative procedures, ability to acquire knowledge of MCCS policies, orders, and regulations. Must be able to operate a cash register (or point of sale equipment) and demonstrate courtesy and tact in customer relations.

FILING INSTRUCTIONS: Submit a completed MCCS employment application, Resume and Cover Letter 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 06/07/2010 WILL BE GIVEN FIRST CONSIDERATION.**

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a *Request for Military Spouse Preference* which can be obtained from the MCCS Human Resources Office and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

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.