

# NF-3 & ABOVE 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 LEADER</b>		
<b>SALARY:</b>	\$38,324-\$41,600 Per Annum (Salary commensurate w/exp)	<b>SERIES NUMBER:</b>	<b>NF-0525-03</b>
<b>ANNOUNCEMENT #:</b>	<b>0370-09</b>	<b>OPEN DATE:</b>	<b>12/10/2009</b>
<b>LOCATION:</b>	<b>Accounting Office</b>	<b>FIRST CUT OFF DATE:</b>	<b>12/24/2009</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Monday – Friday 8:00AM-4:30PM</b> **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Health Card Required</b>	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input checked="" type="checkbox"/> <b>Resume/ Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test Required</b>	<input checked="" type="checkbox"/> <b>INCLUDES 25% COLA – subject to change</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Demonstrates work methods, and provides work-related guidance. Ensures worksite materials and tools are available to complete work. Conducts on-the-job training and instructions. Performs supervisory duties in an emergency, or short-term and nonrecurring basis. Performs accounting duties that require detailed knowledge of general accounting principles applicable to retail and cost environments. Assists in processing a large volume of reports on a daily basis. Assists in reconciling various account balances with the general ledger on a monthly basis using double entry accounting procedures. May prepare and maintain financial statement, spreadsheets, journals, subsidiary ledgers, schedules and recapitulations reflecting various accounting transactions. Gathers information and finalizes fiscal year closeout and year-end review reports. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** Three years experience that demonstrates knowledge of accepted accounting principles and practices; ability to acquire and apply a knowledge of the principles, policies and operating details of the accounting system; knowledge of procedures necessary to verify and determine problem areas or irregularities and recommend solutions; and specific knowledge of accounting procedures and general accounting office operations. Skill to lead employees in the accomplishment of work. This is a white-collar position where occasional lifting up to 20lbs may be required.

**WHAT TO FILE:** Submit a completed MCCS employment application, Resume and Cover Letter to the NAF Personnel Office. An application may be obtained at the NAF Personnel Office or by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com). Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED BY 12/24/2009 WILL BE GIVEN FIRST CONSIDERATION.**

**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.

**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.