

NF-3 & ABOVE VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII
 MCCS Personnel Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

POSITION:	BUDGET ASSISTANT		
SALARY:	\$38,324 - \$41,600 per annum (Salary commensurate w/exp)	SERIES NUMBER:	NF-0561-03
ANNOUNCEMENT #:	0371-09	OPEN DATE:	12/10/2009
LOCATION:	Budget Office	FIRST CUT OFF DATE:	12/24/2009
AREA OF CONSIDERATION:	All Sources	HOURS: Monday – Friday 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 type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Drivers License Required	
<input checked="" type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input checked="" type="checkbox"/> Resume/ Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> 25% COLA Included in Salary (subject to change)	<input checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Assists in formulation, preparation and execution of elements of appropriated fund and non-appropriated fund budgets covering multi-million business activities. Coordinates revenue and expense projections working with managers, consolidates fiscal and program data and inputs information into automated system. Monitors labor cost execution, obligations, prepares various reports and processes variety of fiscal documents, vouchers, etc. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Three years experience that demonstrates possession of accepted budget principles, practices and structure for reporting budget accounts; practical knowledge and use of automated budget and accounting systems; ability to interpret budgetary, accounting and management program guidance; applying established criteria in verifying and editing various financial reporting documents. Ability to deal effectively with working level management officials and to communicate orally and in writing. Knowledge of APF and NAF budget procedures. Ability to use personal computer. This is a white-collar position where occasional lifting up to 20 lbs 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. Failure to address these requirements 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 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.