

BILLETING FUND NAF VACANCY ANNOUNCEMENT

Tel: (808) 254-7632 / 7626 • Fax: (808) 254-4883 • www.mccshawaii.com

POSITION: Accounting Technician

LOCATION: UPH Division – Billeting Fund

GRADE/PAY: NF-0525-02, \$12.00 - \$13.50 Per Hour
(*Salary Commensurate with Experience*)

EMPLOYMENT CATEGORY: Regular Part-Time

DAYS/HOURS: Mon – Fri / 8:00 a.m. – 12:00 p.m.

ANNOUNCEMENT NUMBER: 262-08

OPENING DATE: 11-18-08

FIRST CUT-OFF: 11-25-08

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: All Sources

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, and subsidiary account. 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 OF THE WORK: Must be proficient in all phases of accounting clerical methods and techniques. Requires knowledge of office practices and procedures relating to the processing and recording of transactions **AS PART OF THE EMPLOYMENT PROCESS, THE PERSONAL AND FAMILY READINESS DIVISION (MR) MAY OBTAIN A CRIMINAL RECORD CHECK AND/OR AN INVESTIGATIVE CONSUMER REPORT.**

HOW TO APPLY: Submit a completed NAF EMPLOYMENT APPLICATION FORM to the NAF Personnel Office: (1) by visiting www.mccshawaii.com; (2) in person at Bldg. 219 MCBH; (3) via mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073; (4) via facsimile at 808-254-4888 or (5) place your application in the red drop-box at the MCBH Main Gate Pass Office. An application may be obtained at the NAF Personnel Office, MCBH Main Gate Pass Office, or by visiting our website at www.mccshawaii.com. ***ALL POSITIONS WILL REMAIN OPEN UNTIL FILLED OR CANCELED; HOWEVER, APPLICATIONS RECEIVED BY 11-25-2008 WILL BE GIVEN FIRST CONSIDERATION.**

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.osc.gov> or contact the Personnel Office.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. 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.

CURRENT MCCS HAWAII EMPLOYEES: Submit a NAF EMPLOYMENT APPLICATION FORM.

METHOD OF SELECTION: 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. 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 basis.

CONDITION OF EMPLOYMENT: Direct deposit of net pay.