

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:	HEAD CASHIER		
SALARY:	\$10.81-11.00 PER HOUR	SERIES NUMBER:	NF-0530-02
ANNOUNCEMENT #:	0046-12	OPEN DATE:	02/03/2012
LOCATION:	CASH OFFICE	FIRST CUT OFF DATE:	02/23/2012
AREA OF CONSIDERATION:	All Sources	HOURS: Sun – Sat 7:30 a.m. – 10:30 p.m. **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report		<input checked="" type="checkbox"/> Resume Required	<input checked="" type="checkbox"/> RPT

DUTIES: Collects and issues moneybags, cash funds, and turn-in bags from sales clerks and locations. Receives, counts, balances and verifies monies received with daily cash reports, and secures office on closing. Maintains log, and record movements of moneybags. Assists in maintaining complete and systematic set of records on all cash transactions and prepares bank deposits. Performs unannounced cash audits of other MCCS activities. Assists supervisor on a daily basis in directing subordinates by answering questions, resolving problems, which arise, training new employees and insuring the smooth flow of operations. Checks to ensure the periodic procurement of supplies and equipment required for an efficient operation, and maintains security of funds, supplies, equipment, and property under existing instructions. Performs other related duties as required.

QUALIFICATION REQUIREMENTS: A minimum of one-year experience involving responsible cash processing procedures and familiarity with point-of-sale and check encoding equipment, and ability to provide leadership to staff members. Ability to operate a 10 key calculator, personal computer with Excel proficiency, and have knowledge and application of business mathematics and accounting clerical techniques. Must be familiar with and understand MCCS policies, orders and regulations relative to the work performed and have ability to lift/carry material up to 30 lbs.

FILING INSTRUCTIONS: Submit a completed MCCS employment application for the position listed above to the NAF Human Resources Office. An application may be obtained 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 or via email at mccshawaiiapps@usmc-mccs.org. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies.

APPLICATIONS MUST BE RECEIVED BY 02/23/2012 TO BE CONSIDERED.

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office or at http://www.mccshawaii.com/jobs_listings.shtml*). A copy of sponsor's Permanent Change of Station (PCS) orders must also be included.

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.