

ANNOUNCEMENT NUMBER: 13-001

OPENING DATE: 10/12/2012

CLOSING DATE: 10/26/2012

POSITION TITLE, SERIES AND GRADE: FINANCIAL TECHNICIAN, UA-0503-05 **KPP UA-0503-04**

SALARY: EURO 2,044.44 Per Month, Includes Contingenza and Bonuses. Salary is based on full time employment.

WORK SCHEDULE: PERMANENT FULL TIME

**LOCATION: COMMANDER NAVY REGION EUROPE, COMMUNITY SUPPORT PROGRAM
NAF REGIONAL BUSINESS OFFICE, NAPLES, ITALY.**

WHO MAY APPLY: Current permanent NSA & CNREURAFSWA employees only.

DUTIES: Maintains and reconciles budget and accounting records by implementing principles of accounting and double entry bookkeeping. These records consist of various journals and general ledgers, including numerous asset accounts, liability accounts, and operating accounts. These also include purchase orders, daily activity record summaries (DARS), transfer documents, merchandise and consumable inventories, general journal vouchers and accrual journal vouchers. Liquidates obligations upon notification of receipt of goods or services ordered. Prepares appropriate documentation, assigns appropriate account codes and enters data into general ledger system. Maintains files of all source documents, correspondence and messages pertaining to financial records and accounting data. Types all necessary reports, documents, and memorandum as required. Prepares vendor invoices and other fiscal items for payment. Verifies amount shown on documents with original obligation document. Notes discrepancies and follows up with vendor or receiving department to clarify and correct discrepancy. Prepares monthly reconciliation and adjustment of accounts including applied costs and net obligation, accrued services and undelivered orders with general ledger control account, unpaid files on prior year appropriations, work in progress, and purchase options.

QUALIFICATION REQUIREMENTS: OPM qualifications apply which require:

Experience: One (1) year of specialized experience equivalent to the Ua-06 grade level is required. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

Education: 4 years of successfully completed education above high school. **(Copy of transcripts is required)**

KNOWLEDGE REQUIRED BY POSITION:

1. Knowledge of the relationship between accounts to understand the effect of debit and credit entries on the system of accounts and on the general ledger.
2. Knowledge of the automated accounting system reports and cost files as related to orders received.
3. Knowledge of a variety of procurement transactions and documents, accounting symbolic codes, account structures and procedures for setting up and liquidating obligations
4. Knowledge of procedures used to enter, modify, retrieve and delete information in an automated general ledger system.

NOTES:

- A. Fluency, Oral and written, in English and Italian is required.
- B. Application must be submitted in English
- C. PERSONS WHO ARE U.S. CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A LOCAL NATIONAL POSITION.

