



Commander Navy Region  
Europe, Africa, and Southwest Asia  
NAF Human Resources  
PSC 817 BOX 108  
FPO, AE 09622-0108

## VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

**ANNOUNCEMENT NO.** 17-094R  
**POSITION TITLE** CASHIER  
NF-0530-02  
**SALARY** \$8.71 - \$13.00 PH  
**EMPLOYMENT CATEGORY** Flexible Full-Time  
**LOCATION** Commander, Navy Region Europe; Fleet and Family  
Readiness Program; MWR, Administration Division,  
Capodichino, Naples, Italy  
**AREA OF CONSIDERATION** Local U.S. Citizens that are 1) Current permanent NAF/APF  
employees; or 2) Spouses of active duty military members; or  
3) Family members of active duty military member; or 4)  
Family members of DoD civilians.  
**OPENING DATE** 16 December 2016  
**CLOSING DATE** Open Until Filled

***Note:** The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.*

---

### INTRODUCTION

The purpose of this position is to verify daily cash receipts for the Morale, Welfare and Recreation department at NSA Naples.

### DUTIES AND RESPONSIBILITIES

Performs the full range of cash management duties to include receipt, disbursement, examination, deposit and safeguarding of cash and checks, and cash equivalent items. Serves as departmental change fund and petty cash fund custodian responsible for issuance of funds, and maintaining records of safes and safe combinations for all facilities. Responsible for collection of slot machine harvested funds and jackpot payouts. Ensures that all monies are accounted for by checking the Daily Activity Records (DARs), reconciling any discrepancies, preparing bank deposits and balancing retained cash funds.

Maintains the current dishonored check listing, conducts follow up investigations, collects dishonored check payments, prepares cashier's reports and notified the supervisor of any suspected irregularities. Also is responsible for returning all deposit bags issued and number of keys. Controls and maintains pre-numbered forms and the control log accounting for their issuance.

### QUALIFICATIONS & REQUIREMENTS

Applicants must have a minimum of one year of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

OR

Have successfully completed two years of education above the high school level. **To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.**

Must satisfactorily complete a National Agency Background check.

Knowledge of basic cash handling regulations, procedures and computations.

Must be able to operate a calculator by touch.

Ability to meet deadlines, and work in enclosed cash cage.

Ability to deal courteously and tactfully with customers and employees.

**HOW TO APPLY:** Send resume and applicable required documentation (see below) via email to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) . Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. All qualifications must be met and clearly documented in the resume. Completed resumes and applicable required documentation must be received by 11:59pm Local Time on the closing date. Please direct inquiries via email to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil).

**REQUIRED DOCUMENTS:**

- Resume
- Copy of U.S. Government no-fee passport showing picture, passport number, expiration date, and visa stamp page
- Copy of Sojourner's Permit (or receipt of application)
- Signed [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- [Military Spouse Preference \(MSP\) Program](#), if applicable.
- Proof of certifications/certificates, if applicable.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report
- If Veteran: DD-214, Certificate of Release or Discharge from Active Duty

The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.