

******* JOB OPPORTUNITY*******
NON-APPPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 16-099

POSITION TITLE: ACCOUNTING TECHNICIAN, NF-0525-03

SALARY: \$ 12.00 to \$ 15.00 Per Hour

EMPLOYMENT CATEGORY: TEMPORARY FLEXIBLE NTE 1 YEAR

LOCATION: COMMANDER, NAVY REGION EUROPE, FLEET AND FAMILY READINESS PROGRAM, NAF REGIONAL BUSINESS OFFICE, NAPLES, ITALY

AREA OF CONSIDERATION: Current local permanent U.S. Citizen NAF/APPR employees; U.S. citizen spouses of active duty military members; U.S. citizen family members of active duty military members, DoD civilian dependents in the commuting area.

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.

OPENING DATE: 16 March 2016
FIRST CUT OFF: 21 March 2016
CLOSING DATE: Open Until Filled

DUTIES:

Maintains and reconciles budget and accounting record by implementing principles of accounting and double entry bookkeeping. Records consist of various journals and general ledgers, including numerous asset accounts, liability accounts and operating accounts. Includes purchase orders, daily activity record summaries (DARS), transfer documents, merchandise and consumable inventories, general vouchers and accrual journal vouchers. Posts general accounts original documents received. These documents require examination, verification, and analyzing for validity, completeness and accuracy.

Verifies purchase orders and other procurement documents to ensure purchases are authorized and invoices are reconciled for payment to vendor. Verifies transfer documents, reconciles DAR clearing account and posts inventory submissions. Inventory responsibilities include calculating monthly cost of goods sold figures.

QUALIFICATIONS REQUIREMENTS:

One year of specialized experience at least equivalent to the NF-02 grade level is required. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to the position to be filled.

KNOWLEDGE REQUIRED BY THE POSITION:

1. Basic knowledge and understanding of double entry accrual accounting system
2. Ability to use personal computer and software programs with applications to maintain various financial accounts and perform retail accountability
3. Ability to analyze and reconcile accounts
4. Knowledge of SAP is desirable

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

Employment subject to successful National Agency Background Check.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of Navy 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, or any other non-merit factor. The department of the Navy 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 them to NAFPersonnel@eu.navy.mil to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

HOW TO APPLY

Send resume/application and applicable required documentation (see below) via email to NAFPersonnel@eu.navy.mil, by fax to 011-39-081-568-8014.

Reference the vacancy announcement number and position title on your submission and ensure your application/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 by the closing date of this announcement and clearly documented in the resume.

Where a first cut-off date is indicated, a selection may be made from the resumes/applications received as of the specified first cut-off date. Completed applications must be received by 11:59pm Local Time on the cut-off/closing date. If more than one resume is received, only the last resume received will be reviewed. Please direct inquiries to: NAFPersonnel@eu.navy.mil

REQUIRED DOCUMENTS

All applicants **must** provide the following:

- Employment Resume.
- Proof of education (official transcripts), if applicable.
- [Declaration of Federal Employment, OF-306](#).
- [Military Spouse Preference \(MSP\) Program](#) and complete copy of sponsor's PCS orders.
- [Overseas Residency Questionnaire](#), a complete and legible copy of sponsors PCS orders & copy of U.S. Government no-fee passport
- [Preference Entitlement Survey](#), if applicable.

If applicable, also provide the following:

- Copy of most recent SF-50/PAR (or equivalent), if current or former NAF/APF employee.
- [SF-15](#) and necessary supporting documentation, if claiming Veteran's Priority Consideration.

AGENCY CONTACT INFO

CNREURAFSWA NAF Regional Business Office
NAF Personnel
PSC 817 Box 108
FPO, AE 09622-0108
Phone: 081-568-4164/2505/5612/8202
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