

<h1>厚木基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page. 応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。 http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html (Working Place: Yokota Air Base 勤務地: 横田基地)</p>		広報番号: Announcement No.	Y-15-003
		初回選考締切り日: 1 st Cut Off Date	29 Jul 2015
		募集締切日: Closing Date	Open Until Filled
		発行日: Date of Issue	15 Jul 2015
1. 職種名 Job title (等級 Grade <u>1-7</u> / 語学等級 LD <u>4</u>) <p style="text-align: center;">Accountant, #0003 (会計職)</p> <hr/> 見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical		募集人数 No. of Recruitment <p style="text-align: center;">1 名</p>	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2. 部隊 Activity Commander U. S. Forces Japan Office of the Chief of Staff Financial Management Office 勤務場所 Working Place: 福生市福生 Fussa, Fussa-shi		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (月 Months)	
3. 勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0730-1630 Recess: 1130-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties See page 3.			
7. 資格要件/身体条件 Qualification/Physical Requirements GENERAL (Applicable to all grades): - Knowledge of accounting, budgeting, and financial management. - Knowledge of DoD financial systems. - Ability to speak, read and write English and Japanese at fluent proficiency level (LD-4). - Skill in operating Microsoft Office Suite (Word, Excel and Power Point). BWT 1-7: - One year of specialized work experience at 1-6 level in the related work, OR doctorate degree in the related field. Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : See block #7 免許証/修了証 License/Certificate Required : See Block #7			
9. 提出するもの Application and Associated Documents (次頁参照 See next page)			

* **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
 * **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
 ***の記入は Complete * in 日本語で Japanese 英語で English どちらでも Either**
 HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。
 To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
 各免許証・資格証明書・修了証明書のコピー(7欄要件に該当ある場合) Copy of license/certificate (if any in block 7 applies).
 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
 82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用>
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice >
 日本国籍以外の方は、在留カード、パスポート、査証のコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).
 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
在日米海軍統合人事部厚木支所/ CNRJ HRO DSN 264-3425 / 3624 / 3427 ☎046-763-3425 / 3624 / 3427	〒252-1101 神奈川県 綾瀬市 在日米海軍統合人事部厚木支所 HRO BOX12 〒 252-1101 Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12	PDNO: USFJ-026-001

*履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。
 Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.
 *応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。
 Ineligible applicants will not be referred for consideration.
 *提出された応募書類はお返ししません。Submitted applications will not be returned.
 *初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。
 After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.
 *応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site
http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
 法令: 米国防務令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)
 PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
 主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
 注記: 記録は電子書式、もしくは書面にて厳重に保管されます。
 ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
 DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

6.職務内容 Duties

Provides financial analysis and expense tracking on the Aviation Training Relocation (ATR) program, an annual budget of approximately \$70 million (JFY15 figure) consisting of both US Dollars and Yen. Directs cost accounting for the ATR program ensuring all payments to vendors and other finance offices are completed. Executes approved budgets for the ATR program and is responsible for bilateral coordination and tracking of expenses made at various training locations throughout Japan and Guam. Ensures BLC and service components are reimbursed for allowable expenses as agreed by the Training Relocation Subcommittee (TRS). Reviews invoices for general conformance to the TRS agreement and forwards to financial managers for review, certification, and payment. Verifies the propriety of charges and correctness of documentation. Promptly posts obligation and funding authority transactions, maintains payment records and spreadsheets for the ATR program, and maintains a current status of funds. Analyzes data in the accounting and finance systems to ensure accuracy of data elements. Tracks various stages of accounting, e.g., commitments, Actual Expenditures Unpaid (AEU), Unliquidated Obligated Outstanding (UOO), Actual Expenditures Paid (AEP), and Reimbursements to ensure accuracy and completeness of accounting data. Ensures Joint Travel Regulations are followed when processing travel related transactions. Prepares financial accounting and management reports and maintenance of records pertaining to the ATR program.

Responsible for managing funding documents for ATR, such as Military Interdepartmental Purchase Request (MIPR), Miscellaneous Obligation Reimbursement Document (MORD), SF1080, AF616, etc. Individual is responsible for tracking, managing, and reporting the expenditure of funds associated with these documents for the Service Components (Army, Navy, Air Force and USMC) as required. Records commitments, obligations, and expenditures and makes adjustments on all funds. Maintains the control records for all DoD agencies that request ATR funding. Utilizes a variety of accounting systems including Air Force Financial Management and Department of Navy automated programs to accomplish duties.

Performs budget formulation work involving preparation of detailed analyses and estimates of annual funding needs for Host Nation Support Training program involving management of GOJ funding, collections and vendor payments. Employs special accounting procedures, budgetary methods, and techniques, applies statistical formulas, and contrasts/compares current and historical budget and program data to accurately determine trends in spending and forecast annual funding needs. Analyzes budget and related information and prepares charts/graphs depicting program status. Provides information about budget procedures and advisory services on procedures, forms, and documents required to support budget estimates and requests.

Conducts ATR end-of-fiscal-year reconciliation with BLC and USFJ financial management analysis. Coordinates with BLC and service components to resolve payment issues. Ensures the annual budget is balanced and all parties are adequately reimbursed. Maintains all historical files for Resource Management in accordance with published financial guidelines. Responsible for maintaining accurate and accessible files for reference. Maintains close working relationships with key staff members within USFJ, Service Component ATR and Finance Offices, and 374th Airlift Wing Comptroller Squadron.

Performs other incidental duties as may be assigned.