

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	NEX-661-16
募集締切日: Closing Date	12 Jul 16 1st Cut-off: 31 May 16 2nd Cut-off: 21 Jun 16
発行日: Date of Issue	11 May 16

1. 職種名 Job title (等級 Grade 6 / 語学等級 LD 3)

Supervisory Accounting Technician, #306 (監督会計技術職)

Acceptable trainee level (採用可能見習い等級): 1-5

事務系 技能系 保安系 医療系
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

1 名

4. 募集範囲 Area of Consideration

- I. 現 MLC/IHA 従業員(部隊内)
Current MLC/IHA Employee within Activity
II. 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
III. 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
IV. 外部 Off Base Applicant

2. 部隊 Activity

Navy Exchange, Yokosuka
Accounting Department
Accounts Payable

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3. 勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: 5 days/week
勤務時間 Work Hours: 0800-1645
休憩 Recess Period: 45 min/day

夜勤 Night Shift 残業 Overtime 出張 Business Travel

5. 雇用の種類 Type of Employment

- MLC HPT
 IHA
 常用 Permanent
 限定 Limited Term (___ ヵ月 Months)

6. 職務内容 Duties

Records payable transactions into the balance sheet and income statement and must have a thorough knowledge of the general ledger system. Is responsible for making payments from contracts, concessionaire agreements, consignments, purchase orders and blanket purchase agreements and must be knowledgeable about these procurement methods. The Accounts Payable Supervisor disburses funds in U.S. dollars and Japanese yen and is responsible for maintaining a yen imprest account and tracking currency conversion differentials. Is responsible for corresponding with the corporate office and with vendors on outstanding invoices, shortages and cost price differences. Conducts analysis of the Accounts Payable system and its accounting documents to develop enhancements and improvements. Performs other related or incidental duties as assigned.

7. 資格要件/身体条件 Qualification/Physical Requirements

- One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work OR master degree in a related field.
- Knowledge of double entry and accrual accounting system.
- Skill in operating automated accounting system and personal computer applications such as MS Excel, Word, and etc.
- Ability to research and analyze accounts.
- Ability to communicate effectively and courteously with all level of personnel.
- Ability to supervise/train subordinate employees
- Ability to speak, read and write English at fluent proficiency. (LD-3)

* An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-5 level as below:
1-5:

- One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, or completion of 4-year college/university in a related field.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : 必要なし None 初級 Basic 中級 Intermediate 上級 Advanced 特段の能力 Exceptional

学歴 Educational Background :

免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

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: 米国行政命令 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。