

<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 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) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード(又は外国人登録証)及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Resident Card (or Alien Registration) and Passport/Visa Copy

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001	〒238-0001
神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152	

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)
管理第一係
電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4554 / 4552

PD No.: SRFJRMC-622-010 PD is accurate and current. Certified by Activity: LP HRO: (8/6)mm8/7 ms 8/7

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

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。

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TASK LIST

GENERAL: The employee is responsible to branch head (C622) for the following tasks that require the application of theory and principles of accounting, SRF business practices and the Department of Defense Financial Management Regulations, STARS-FL the official accounting system, STARS-One Pay the vendor pay system, the memorandum accounting system AIM, Business Object, Cash History On-Line Operator Search Engine (CHOOSE), Standard Procurement System (SPS), Electronic Data Access & Management system (EDAMS), Visual Inter-fund Transaction Accounting System (VISTA), Microsoft Office Products, and any other accounting, financial, contracting or supporting systems or tools utilized by SRF to initiate, analyze and validate data and the entire structure of U.S. General Ledger and subsidiary accounts. Work requires actions and individual judgment applied to accounting and financial systems that are functioning on a double entry basis with complex transactions that must comply with Generally Accepted Accounting Principles (GAAP), and simultaneously affect and interrelate with asset, liability, income, expense, reimbursable, capital and budgetary accounts and the presentation of data in chart, table, or graph format. Incumbent works independently but within the framework of guidance established by the supervisor and in conformance with required procedures and any special instructions. Must be able to understand and follow SRF's established procedures and effectively analyze a wide variety of financial and accounting data related to purchase requisitions, maintenance and service orders, and reimbursable sales. Apply good oral and written communication skills in English and Japanese.

DUTIES AND RESPONSIBILITIES:

1. Audits, analyses and validates a variety of complex Contracts for Ship Repair, Service and Labor & Material, for accuracy and completeness of accounting data such as appropriation, sub head, object class, AAA, TT, PAA, cost code, and amounts. Validates Intergovernmental Supply requisitions, tracks order status, initiates follow up of aged obligations and accounts payable to resolve. Reconciles discrepancies of systems data interfaces and manually entered data within and between AIM and STARS-FL to ensure reliability of financial reports. Manual data entries originate from various sources such as SRF Production Codes, C500, C1200, and C600. Obtains source documents from Fund Administrators and Ordering Officials and initiates necessary corrective action. Audits and verifies expenditures recorded in STARS-FL and AIM for accuracy and completeness. Identifies discrepancies and abnormal account or transaction balances and determines appropriate action to correct. Prepares and submits SF1081 accounting adjustments and cost transfers to DFAS for processing and recording with the U.S. Treasury. Reconciles material and supply orders, calculates applicable surcharge amounts, and prepares Cost Status Reports to include presentation of data in table or other appropriate format for Reimbursable Customers. Reviews, analyses and reconciles outstanding balances of obligations, accounts payable, expenditures, cost ledgers and journals such as Job Order Number (JON) in AIM and STARS-FL, monitors completion dates, initiates appropriate follow up, resolves discrepancies, initiates AIM cost adjustments, and processes final invoice indicators to facilitate their timely close out. Prepares weekly JON financial

status reports to alert Program Managers to problem areas that require immediate action to resolve. Personal contacts include accounting, budget, management support and supply personnel, and information technology offices within SRF Yokosuka and Sasebo, Department of the Navy and other Department of Defense Agencies or Offices.

2. Audits, analyses and verifies un-liquidated obligations, modifications/adjustments, and accounts payables to validate account balances and transaction level detail in STARS-FL and AIM. Reviews and compares schedules project completion dates, contract and material delivery schedules and identifies discrepancies and determines appropriate action to correct. Initiates follow up on delinquent and past-due transactions. Records paid but not receive invoices and processes all subsequent credit invoices in AIM. Initiates AIM system process to clear DEP EJ Report and prevent duplicate expenditure and credit postings. Audit, validate and reconcile Material Turn-In Credit postings in STARS-FL and AIM, and initiate FB60 processing to finalize records in AIM. Participates in tri annual reviews of current plus 5 previous fiscal years recorded commitments, obligations and accounts payable. Reviews must be executed timely and be in compliance with guidance promulgated by Department of Defense Financial Management Regulations, COMPACFLT, and Fleet Forces Command. Prepares reports and work sheets of transactions reviewed and submits results of review to supervisor for incorporation into final report submissions to higher Headquarters. Reviews, analyses and reconciles open released and unreleased Purchase Requisitions (PR) in AIM to Execution Code (EC) 915 transactions in STARS-FL TEXV suspense and initiates follow up with all Fund Administrators, C500 Supply, and C630 Budget personnel. Determines appropriate action to ensure all prior year and aged current year Purchase Requisitions and EC915s are resolved monthly.

3. Analyses STARS-FL and AIM suspense accounts such as S1960, SF1081, DEP EJ Report and others to determine necessary corrective action. Verifies obligation and contract data and provides same-day response to pre-validation requests from DFAS, STARS-One Pay IDA 128 & IDA 129 reports, and other sources to validate availability of funds, existing obligations and contract terms. Verifies status of scheduled contract payments and initiates follow up with contracting offices and vendors for late, missing or incorrect invoices and with DFAS for late, missing or incorrect payments. Maintains detailed subsidiary ledgers and work sheets of material requisitions, contracts, contract modifications and cancellations of orders/contracts and submits status reports to FISC contracting offices and Material office for action. Reviews contract status reports issued by FISC contracting offices, FISC Material office and invoice submissions to DFAS to coordinate timely follow up of missing or delayed transactions. Prepares work sheets and status reports of standard and off line material requisitions, initiates follow up with Department of Defense shipping and billing offices to ensure timely receipt and close out of orders such as Defense Distribution Depots, Defense Logistics Agency, General Service Administration, and others. Performs all of the functions stated above in support of Sasebo Code S1200 as determined necessary by C600 management.

4. Participates in LEAN Events, Focus Groups, Rapid Improvement Events, and other Process Improvement Initiatives. Actively applies LEAN principles to established processes, procedures, and recommends improvements that demonstrate comprehension of their relationship to the other divisions in C600. Prepares and submits annual Individual Development Plan that includes professional development goals and objectives, attends formal, on-the-job, and knowledge retention training that will enable the employee to be fully cross-trained, technically compliant IAW SRF&JPMC Tactical Goals, and follow AIM Business Process Re-Engineering (BPR) initiatives. Reviews and compares AIM Business Process Reengineering flowcharts and narrative updates, STARS production releases, Desk Guides and Standard Operating Procedures to identify critical gaps and recommend corrections to supervisors and managers. Performs financial and accounting duties

to support C620, C622, C623, and Sasebo Code S1200 as assigned and deemed necessary due to employees' absences, changes in business practices, and emergent requirements.