

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO: CNRSE/MWR-62-13**

**POSITION TITLE: Management Analyst; NF-0343-03**

**SALARY: \$12.45 Per Hour; Regular Full Time**

**LOCATION: CNRSE NAS JACKSONVILLE, FLORIDA**

**AREA OF CONSIDERATION: LOCAL COMMUTE AREA**

**OPENING DATE: 19 June 2013**

**CLOSING DATE: 03 July 2013**



**BRIEF DESCRIPTION OF DUTIES:**

This position serves as the Alternate Purchase Card Program Regional Agency Program Coordinator (APC) assisting with direct overall responsibility for the Southeast Region FFR Purchase Card Program. Serves as the alternate liaison with Commander Naval Installations Command (CNIC) Millington Purchase Card Program Management Office Coordinator (PCPMO). Assists in providing interpretation of policies, regulations and procedures governing the conduct of the purchase card acquisition activities. Maintains overall responsibility for the management, oversight, administration and day-to-day operations of the credit card programs in support of field activity programming to include managing the execution, set-up, and maintenance of purchase card accounts. Ensures purchase card management controls are appropriate and effective. Distributes the CNIC NAF Standard Operating Procedure (SOP) for the program to guide participants in the proper use and administration of the purchase card program, including the on-banking system and a monitoring system for purchase cardholders and approving officials. Assists in the development and maintains Local Standard Operating Procedures (LSOP) for Navy FFR activities in the proper use and administration of the credit card programs. Including a monitoring system for all FFR purchase cardholders and approving officials. Assists in developing, planning, scheduling and providing NAF Purchase Card training for FFR Division and field activities cardholders and approving officials. Training includes purchase card procedures and policies along with the on-line banking system procedures. Serves in an advisory capacity by providing guidance and support to participants on all aspects of the purchase card program. Assists in providing instructions and on-the-job training. Reports to Head of Activity (HA) training needs, suspicion of fraud, waste and abuse, and disciplinary actions; recommends card cancellations when necessary. Assists in conducting management reviews and one-on-one refresher training classes when required to analyze and determine program needs, and to ensure participants are meeting all policy, regulatory and statutory requirements. Assists in preparing CNIC mandatory semi-annual 100% credit card exceptions report. Participates in annual local and CNIC Inspector General reviews and coordinates official management responses. May be required to occasionally travel away from the normal duty station.

## **QUALIFICATIONS:**

Knowledge pertaining to the management and administration of a Government purchase card program, to include knowledge and experience utilizing an online bank purchase card system. Knowledge and experience in government NAF procurement policies and procedures for analyzing and applying procurement regulations as they apply to purchase card transactions. Also, requires knowledge and experience in developing, scheduling and conducting purchase card and refresher training in a classroom setting or via webinar method. Requires knowledge and experience in presenting effective communication techniques, both oral and written. Must possess interpersonal skills enabling incumbent to work effectively with others at all levels. Working knowledge of DoD, DoN and CNIC procurement and acquisition regulations, directives and policies, and the ability to interpret these sufficiently to provide technical advice to installation personnel. Requires familiarity with department regulations; analytical skills sufficient to evaluate records, reports, regulations and other relevant materials as a basis for conducting purchase card management reviews and providing training

## **EMPLOYMENT PREFERENCE:**

If requesting spouse preference you must attach a copy of the Request For Military Spouse Preference Form along with a complete copy of the spouse's PCS Orders to your application or resume.

## **HOW TO APPLY:**

All interested applicants should submit their NAF application OR resume in person, or by mail to:

MWR Department Personnel Office  
P.O. Box 14 Bldg 1  
Naval Air Station  
Jacksonville, FL 32212

Or fax to: (904) 542-3424

Or email to: [jaxs\\_nas\\_mwrjobapps@navy.mil](mailto:jaxs_nas_mwrjobapps@navy.mil)

Application forms and Request for Military Spouse Preference forms are available at MWR Personnel Office located in Building 1, on Langley Street between Yorktown and Saratoga Avenues. These forms can also be downloaded at <https://www.cnic.navy.mil/jacksonville>, click on "Fleet & Family Readiness" and then click on "MWR Jobs," and on Facebook at [www.facebook.com/nasjaxmwr](http://www.facebook.com/nasjaxmwr).

**NOTE:** As a condition of employment you will be required to participate in the direct deposit/electronic funds transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

Employment is contingent on the successful completion of National Agency background check.

We are an E-Verify participant.

***“The Department of the 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.”***