

ANNOUNCEMENT NUMBER: 13-002

OPENING DATE: 10/12/2012

CLOSING DATE: 10/26/2012

POSITION TITLE, SERIES AND GRADE: FINANCIAL TECHNICIAN, Ua-0503- 06

WORK SCHEDULE: TEMPORARY FULL TIME

SALARY: EURO 1,955.76 Per Month Includes Contingenza and Bonuses. Salary is based on full time employment .

LOCATION : NAVY REGION EUROPE, AFRICA, SOUTHWEST ASIA, NAF REGIONAL BUSINESS OFFICE, NAPLES, ITALY

DUTIES: Receives and examines diverse vouchers and computer listings of obligations and accounts receivable, verifies the validity of the appropriation information, agreement between appropriations, and monetary totals cited on the vouchers and listings. Checks out-of- balance vouchers noted on listings. Determines the cause of the cause of the imbalance, makes necessary changes to reflect the correct accounting data. Checks source documents and existing records, or contacts personnel in other activities to resolve discrepancies such as incorrect dollar amounts, deleted or annotated items, and missing or incomplete data.

QUALIFICATION REQUIREMENTS: OPM qualifications apply which require:

Experience: Applicant must have one (1) year of general experience which is progressively responsible clerical, which indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position.

OR

Education: Successful completion of two (2) years of education above the high level in any field for which high school graduation or the equivalent is prerequisite. **(Copy of transcripts is required)**

KNOWLEDGE REQUIRED BY THE POSITION:

1. Knowledge of the chart of accounts, accounts codes, and accounting terminology used to define transactions.
2. Knowledge of procedures necessary to verify and edit accounting data.
3. Knowledge of agency accounting practices and procedures.
4. Knowledge of SAP financial database is desirable.

NOTES:

- A. Fluency, Oral and written, in English and Italian is required.
- B. Application must be submitted in English
- C. PERSONS WHO ARE U.S. CITIZENS AND ALSO CITIZENS OF ITALY ARE NOT EMPLOYABLE IN A LOCAL NATIONAL POSITION.