

U.S. MARINE CORPS  
CIVILIAN HUMAN RESOURCES OFFICE  
Camp Smedley D. Butler, Okinawa

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. 05-15

Date: 21 Jan 15

**POSITION VACANCY ANNOUNCEMENT**

**Eligible employees** who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

**\*\*\* PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED \*\*\***

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を毎切日の 16:30 までに人事部日本人雇用係（キャンプフォスター建物番号 495、2階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

**メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。**

PWO #: 002	Position title: <b>Voucher Examiner, #240, BWT-1, Grade-4</b>	
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: Camp Foster
Organization: MCB Camp S. D. Butler, Disbursing Office, 3 <sup>RD</sup> MLG, III MEF		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) <b>30 Jan 15</b>
<b>Summary of duties:</b> Examines vouchers, invoices, claims and other related documents for payment. Prepares and processes vouchers and other related documents for payment in accordance with Department Defense Financial Management Regulations. Provides oral written status updates to customers on vouchers, invoices, claims and other related documents received for payment. Maintains records of received materials and provides a Due Date on each payment document accepted by the III MEF Disbursing in accordance with Department of Defense Financial Management Regulations and the Prompt Payment Act. Maintains liaison with up to five personnel administrative centers, CHRO and RCO in regards to contract payments and individual military and civilian matters, which serves Marine Corps Base, Marine Corps Air Station Futenma, Marine Forces Japan, Marine Forces Korea and III MEF.		
<b>Qualification Requirements 資格条件</b> 1. Must be able to effectively communicate in English/Japanese verbally and through written correspondence. The candidate must be able to clearly communicate professional and technical vocabulary with English and Japanese. 2. Must have strong reading skill in regulations and procedures related to voucher examining. 3. Must have knowledge and skill in Microsoft Excel, Word and Outlook. 4. Must have experience with providing customer service. 5. Must be able to adapt to work with military personnel and civilian personnel. 6. Must have experience or education in accounting/financial procedures.		
<b>Required documents</b> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		<b>必要書類:</b> 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証などのコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。