

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

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

Announcement No. **17-14**

Date: 10 Mar 14

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. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

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〆切日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。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #:018	Position title: Accounting Technician, #292, BWT-1, Grade-4	
IHA F/T Limited Term (NTE: 01- Mar-2015)	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, MCCS Division, Financial Branch		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 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) 18 Mar 14
<p>Summary of duties: Performs accounting work in maintaining and entering data affecting assets, liabilities, capital, revenue/gains and expenses/losses into Computron's Financial Accounting software system. The work includes review, editing of account classification, and the processing of all MCCS' activity sales reports into the cash receipts journal and/or general ledger. This function requires a comprehensive knowledge of all MCCS chart of accounts, policies, and other generally accepted accounting principles. Validates and reconciles Daily Activity Reports (DARs) to supporting documents such as deposit slips, receipts, sales slips, etc, reported on DARs to the appropriate chart of accounts and account numbers. Maintains subsidiary ledgers for assigned unearned income accounts such as lay-a-ways, prepaid dues and prepaid fees. Prepares and submits weekly cash balance report and monthly Yen report. Submits late DAR report (three times per week) to the DAR supervisor. Communicates with activity managers when necessary to discuss and/or resolve unsupported entries to the DAR. Briefs the senior accounting technician and operations accounting supervisor on any unresolved problems. Performs other related or incidental duties as assigned.</p>		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Must have at least 3 years of progressively responsible accounting work experience. Prefer CPA (Certified Public Accountant) or CA (Chartered Accountant) 2. Prefer possess an Accounting Degree from an accredited U.S. university or currently enrolled leading to a Bachelors Degree in Accounting. 3. Must be proficient utilizing personal computers and Windows applications. 4. Must demonstrate an ability to work independently, prioritizing and managing multiple projects simultaneously while meeting strict deadlines. 5. Must have the ability to speak, read, and write English at advanced proficiency, (LAD-4). Required to translate from English to Japanese and vice versa, written materials of a technical and professional nature. 		
Required documents	必要書類:	
<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses 	<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. 質問表 3. 免許証・終了証のコピー 	

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。