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

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

Announcement No**. 17-16** Date: 25 Feb 16

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 ACCEPETED *****

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〆切日の 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 #016	Position title: **Accounting Technician, #007, BWT-1, Grade-4**	
IHA F/T **Permanent**	Number of position(s): **1**	Locations: **Foster**
Organization: MCCS Div, 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） ***3 Mar 16***

Summary of duties:

Performs a full range of payroll duties for NAF and IHA employees as follows:

a) Validates timecards for NAF and IHA, entered in the systems for completeness and accuracy. Researches for missing timecards.
b) Sets up and changes employee accounts to reflect pay changes resulting from personnel actions, deductions of temporary changes affecting one or a few payperiods, reimbursement of Tuition Assistance (TA), Travel, TAD, COLA, etc.
c) Examines IHA payroll data for accuracy. Sends Labor Management Office (LMO) payroll correction request when need. Reports discrepancies in LMO reports to supervisor for appropriate action.
d) Computes bi-weekly/monthly pay and taxes and annual statement of earnings and deductions.
e) Manually computes pay due for off-line payments to employees. Adjustments to pay such as back pay, post differential, post allowance.
f) Audits authorization documents for completeness, accuracy and propriety.

Performs other related duties as assigned.

Qualification Requirements 資格条件

1. Must have 2 or more years of responsible accounting work experience.
2. Demonstrated proficiency in applying Generally Accepted Accounting Principles (GAAP) in double entry accounting environment.
3. Must possess an English Language Ability LPL-2 above or equivalent. *Note: Language Proficiency Level (LPL)-2 equivalent ALCPT/LAD-75-89, TOEIC-550-729, TOEFL (PBT)-460-549, TOEFL(CBT)-140-209, TOEFL(iBT)-50-79, CASEC-560-869 , Eiken-2nd*
4. Experience in analyzing accounting variances and in resolving reconciling items and irregular postings.
5. Possess the ability to manage multiple projects/task, work independently, prioritize work and deadlines effectively in a fast paced and team oriented professional environment.
6. Possess great analytical skills.
7. Be able to effectively communicate with members of the Branch and other external customers.
8. Be proficient in Microsoft Office software application programs (Excel, Word, Access, Power Point).

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 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.