

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

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

Announcement No. **43-15**

Date: 27 Jul 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〆切日の 16 : 30 までに人事部日本人雇用係 (キャンブフォスター建物番号 4 9 5、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 #: 069	Position title: <b>Accounting Technician, #0008, BWT-1, Grade-5</b>	
<b>MLC F/T Limited Term (NTE: 9 Nov 16)</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: Chaplain Division		
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>3 Aug 15</b>
<b>Summary of duties:</b> The position is established to provide accounting service for the Marine Corps Base Commanding General's Consolidated Religious Offering Fund (CROF) Camp S. D. Butler, Okinawa, Japan. The incumbent serves as the consolidated ROF (Religious Offering Fund) accountant in the office of the Base Chaplain, MCB Camp S. D. butler, Okinawa, Japan. Independently controls and maintains the ROF accounting system as a central point for all camps for the MCB Camp S. D. Butler chapels and MCAS Futenma chapel. Prepares required financial reports: Weekly Collection Report by faith group, Weekly Net Worth Reports by faith group (sub account). Monthly Income/Expenditures/%Usage Report to insure charitable donations are more than 50% of disbursements. Monthly Activity Report to include contributions, disbursements, balance and % of funds used for charitable donations. Quarterly Reports for each subaccount including all collections and disbursements by faith group ready for posting to notify the congregations. Quarterly International Balance Report (Amount of money distributed locally) required by the Comptroller. Monthly Reconciliation Report to balance the ROF checkbook and assure accuracy of both the bank's calculations and the command's calculations. Examines, analyzes, calculates and verifies weekly collection vouchers for each sub account and verifies that the totals match the totals on the bank deposit slips. Processes all disbursement requests and prepares for periodic audits. Answers all Consolidated ROF accounting questions and provides all relevant documentation. Prepare all Consolidated ROF correspondence and maintains all Consolidated ROF correspondence and files, all Consolidated ROF appointment letters, bank signature card and authorization cards. Designated Offering Approvals and other related files. Maintains complete files of Chapel Fund Receipt Vouchers. Bank Deposit Slips, and all reports.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must have a minimum of two years clerical, technical or administrative work experience in related work.</li><li>2. Must be able to read, write, and communicate fluently in both English &amp; Japanese. (LAD-4 or equivalent).</li><li>3. Must have experience with office automation software (e.g. Microsoft Office Suite).</li></ol>		
<b>Required documents</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>	必要書類 : <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 免許証・終了証のコピー</li></ol>	

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。