

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

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

Announcement No. **52-15**

Date: 15 Sep 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 #: 086	Position title: <b>Accounting Technician, #7, BWT-1, Grade-4</b>	
<b>IHA F/T Limited Term (NTE: 31- Oct-2016)</b>	Number of position(s): <b>1</b>	Location: <b>Foster</b>
Organization: MCCS Div, Financial Br, Accounting Management, DAR		
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>21 Sep 15</b>	
<b>Summary of duties:</b> The purpose of this position is to process Daily Activity reports (DARs) of Sales and other revenue and expense related supporting documents originated and submitted by MCCS activities. 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. The incumbent's primary duties are as follows: 1) Validates and reconciles DARs to supporting documents include (validated band deposit slips, cash register tapes, slot machine collection reports, receipts of payment on returned check, membership and internet accounts...etc.). 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. Classifies sales, charges, receipts, etc. 2) Daily verifies data entered into the Computron financial software system by comparing source documents to computer generated Cash Receipts Journal reports and/or General Ledger journal posting for daily activities. 3) Prepares and submits weekly cash balance report and monthly Yen report. Submits late DAR report (three times per week) to the DAR supervisor. Performs other related or incidental duties as assigned.		
<b>Qualification Requirements 資格条件</b> a. Must have two or more years of responsible accounting work experience. b. Must have demonstrated proficiency in applying <i>Generally Accepted Accounting Principles (GAAP)</i> in double entry accounting environment. c. Must possess LAD- 3 or above d. Must possess the ability to manage multiple projects, work independently, prioritize work and deadlines, multi-task and function effectively and team oriented professional environment e. Must possess great analytical skills f. Must be able to effectively communicate with team members and other external customers. g. Must be proficient in Microsoft Office software application program (Excel, Word, Access, PowerPoint)		
<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。