

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

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

Announcement No. **53-15**

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 #: 085	Position title: <b>Budget Analyst, #21, BWT-1, Grade-6</b>	
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Foster</b>
Organization: MCCS Div, Financial Branch, Appropriated Fund Section		
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 Sep 15</b>	
<b>Summary of duties:</b> Acts as the lead Budget Analyst for the Appropriated Funds Section. Researches, compiles and analyzes historical data, expenditures and new requirements for Appropriated Fund (APF) budget submission. Formulates and revises annual budget estimates for all MCCS activities. Prepares a varying set of related budget and financial forms, schedules and reports, to include the annual APF Spending Plan for the APF funds received by MCCS. Works closely with the Budget Analyst at the G-8 to ensure complete and reconciled submission of budget data calls. Brief FMO Director on content and status of reports prior to submission to the Base G-8. Interfaces directly with Base G-8, MAB and Budget sections on all MWR-related MCCS Division APF matters. Monitors and tracks obligations and expenditures throughout the execution phase of the annual APF operating budget for the APF received by MCCS. Verifies and ensures the accurate, timely and relevant nature of recorded financial information and that all accounting postings are in accordance with Headquarters, Marine Corps, directives. Monitors obligation rates and recommends necessary courses of action to achieve compliance as required. Ensures the annual labor and material and services spending plan is in accordance with programmed funding levels. Communicates with higher headquarters as required to resolve discrepancies in allocated funding. Prepares APF documents, military interdepartmental purchase requests (MIPR), APF civilian and military travel order requests, requests for goods or services payable with APF, and other related financial documents. Provides subject matter expertise and guidance to other members of the APF section. Performs other duties as assigned.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must possess working knowledge of appropriated funds accounting processes and procedures.</li><li>2. Applicant should be detail oriented, able to track multiple assignments and well versed in the reconciliation of financial information.</li><li>3. Communication in English to internal and external customers requires a high degree of written and verbal fluency. TOEIC score of at least 800, TOEFL 490, or LAD-4 is required.</li><li>4. Must possess intermediate level proficiency with Microsoft Excel and Word.</li><li>5. Appropriated funds budget experience is preferred, but not required.</li></ol> <p><b>Note: Effective date of the employment will be 16-Nov-2015.</b></p>		
<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>	<b>必要書類 :</b> <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。