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

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

Announcement No**. 54-14** Date: 11 Jul 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枚以内に限ります)。お問い合わせは日本人雇用係(**645-3370**)までご連絡下さい。

PWO #071	**Position title: Accounting Technician, #7, BWT-1, Grade-4**	
MLC F/T, Permanent	Number of position(s): **1**	Location: **Camp Foster**
Organization: MCB, Camp S. D. Butler, Internal Review Branch (IRB), G-8 Division		
Area of consideration 募集範囲: **Okinawa Wide (MLC/IHAs employed in Okinawa)** 沖縄県内に雇用されている **MLC/IHA** 従業員		Closing date: （提出期限） **21 Jul 2014**

Summary of duties:
Provides support and assistance of both a general and technical nature to GTCC agency program coordinators assigned to Marine Corps Installations Pacific (MCIPAC). Conducts research to respond to complex inquiries as needed. Processes Citibank applications, activates/deactivates charge cards. Applications are processed via an automated system hosted by Citibank. Activation and deactivation is processed via the same automated system. Maintains access to Citibank's electronica access system to review and monitor cardholder status, account listings, delinquent accounts, account charges, and system reports. Identifies problem accounts based on knowledge of (or ability to review and understand) published guidance. Ensures leadership is informed of problem accounts in a timely manner. Performs monthly spot checks for GTCC abuse and misuse transactions. Uses Department of defense regulations, Marine Corps Orders, and MCIPAC guidance to analyze transactions for abuse or misuse etc.

Qualification Requirements 資格条件

1. Must be able to speak, read and write English at intermediate proficiency level.
2. Possess knowledge of advance function of Microsoft Office programs such as Outlook, Power Point, Word and Excel.
3. Must have at least one year administrative experience.

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2	１．MCIPAC/CHRO/MLC-IHA 12300/2
2. Questionnaire	２．質問表
3. Copies of certificates/licenses	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