

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

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

Announcement No. **68-15**

Date: 23 Oct 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 #: 106	Position title: Accounting Technician, #007, BWT-1, Grade-4	
MLC F/T Limited Term (NTE: 31 Aug 2016)	Number of position(s): 1	Location: Camp Foster
Organization: G-6 Division, Customer Support 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) 30 Oct 15
Summary of duties: Performs non-professional accounting work under general supervision in the Marine Corps Base Consolidated Billing System (MCBCBS) and locally produced systems. Performs administrative and clerical work to assist the Receiving Officer in accomplishing appropriate administrative duties. Performs the following tasks: <ul style="list-style-type: none">a. Uses the MCBCBS double entry accounting system to track income, billing and invoice actions and to balance accounts related to customer-paid telephone services and commercial vendor invoiced services-b. Uses two additional accounting systems to post credits and debits in budget and to balance funds deposited by other clerks in the section with vendors invoices and retracted banking transactionsc. Independently processes customer applications for a wide range of telephone services.d. Acts to prevent loss of funds to the Federal Government through payroll deduction. Based on research into customer status (current location, active, retired or discharged) generates appropriate documents for recovery of funds. Conversely, applies the same system of research for credits when the Federal Government has erroneously over-billed a customer.e. Uses automated data processing and office automation equipment, with the appropriate software, to enter account transactions and to publish the telephone bill. Utilized knowledge of grammar, spelling, capitalization, and punctuation to type in official format from written materials.		
Qualification Requirements 資格条件 <ul style="list-style-type: none">1. Must be able to read, write, and communicate in both Japanese and English (LAD-2 or above)2. Must have basic compute knowledge of MS Office applications (Word, Excel, Access, PowerPoint)3. Must have a minimum of one year experience in Accounting related field.		
Required documents <ul style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses	必要書類: <ul style="list-style-type: none">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。