

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

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

Announcement No. **76-14**

Date: 7 Oct 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](mailto: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](mailto: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 #: 108	Position title: <b>Civilian Pay Clerk, #363, BWT-1, Grade-4</b>	
<b>MLC F/T Limited Term NTE (24 Jan 16)</b>	Number of position(s): <b>1</b>	Location: Camp Foster
Organization: MCB Camp S. D. Butler, G-8 Division, Managerial Accounting Branch, Payroll Support and Liaison 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>16 Oct 14</b>
<b>Summary of duties:</b> Audits timecards and time sheets received from fund administrators, and transfer labor data to LMO time sheets, computes overtime rates, and checks signature authorization against signature cards on file. Prepares reports for overtime and man-hours. Reconciles and prepares quarterly and annual reports and balance sheets. Prepares and audits invoices for Bonuses, Retirement, Travel, Retroactive pays, Regular Payrolls, and Supplemental Payrolls prior to submission to USFJ, Yokosuka for reimbursement. Audits Gross Pay Listings and Retirement Lists. Processes pay change actions received from CCPO as USFJ 11. Posts leave to leave balance sheets etc.		
<b>Qualification Requirements 資格条件</b> 1. Must have the ability to speak, read and write in English (LAD-2 or above). 2. Must have the ability to operate computer to include Microsoft Excel, Word and Outlook.		
<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・終了証などのコピー	

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。