

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

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

Announcement No. **91-14**

Date: 18 Nov 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, 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 #: 122	Position title: Accounts Maintenance Clerk, #381, BWT-1, Grade-3		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, G-6, Financial Management Office			
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) 24 Nov 14	
Summary of duties: Performs fiscal and administrative work under general supervision in the Marine Corps Base, G-6, Financial Management Branch. <ul style="list-style-type: none">- Processes copies of daily collection vouchers received from the Customer Service Branch, Class B Operations. Requires immediate input into SABRS as soon as vouchers are received in order to match with collections received by the Defense Finance and Accounting Services (DFAS).- Follows-up on status of PR Builders and required supporting documents for Commitments, Obligations, Expenses and Liquidations. Ensures that the G-6 Division Flowcharts are being utilized effectively by each Branch within the G-6 Division.- Coordinates receipts and completion of the purchases with different vendors, Regional Contracting Office (RCO), and the rest of the branches within the G-6 Division.- Assists in proper maintenance of the Financial Tracking System (FTS) for the G-6 Division.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to understand, read, write and speak English (LAD 2 or above)2. Must have a basic understanding of the use of Microsoft Office products.3. Must be capable to adjust work schedule when necessary.4. Accounting experience preferred (reconciliation, corrective measures and data research...etc)			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <ol 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。