



## HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

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### MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** NV-OKI-04-040  
**TITLE/SERIES/GRADE:** Accounting Technician, GS-0525-05/6

**SALARY:** GS-0525-05 \$24,075 to \$31,302 per annum  
GS-0525-06 \$26,836 to \$34,891 per annum

**OPEN DATE:** 08-13-04                      **CLOSING DATE:** Open Until Filled (1<sup>st</sup> cut off 8-27-04 and then every two weeks thereafter)

**LOCATION:** Directorate for Resources, Financial Resources Department, U.S. Naval Hospital, Okinawa Japan  
**RPA NUMBER (HRO use only):** G089702

**NOTE:** All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

**NOTE:** All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

**AREA OF CONSIDERATION: OKINAWA-WIDE**

- Current permanent DoD appropriated fund employees.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- Transfer eligibles: Current permanent, competitive non-Navy/Marine Corps Federal employee.
- NAFI/AAFES Interchange Agreement eligibles: Currently serving in a NAFI/AAFES position without time limitation or have been involuntarily separated from such position without personal cause within the preceding year. In addition to being a current NAFI/AAFES employee in a position without time limitation, a NAFI/AAFES employee must have served continuously for at least one year in a NAFI/AAFES position without time limitation sometime during their career. May be appointed only to permanent positions based on this authority.
- Spouse and family members of military or civilian personnel of the Federal government residing in the commuting area **with SOFA status**, and other U.S. citizens residing on Okinawa.
- Compensable veterans with service connected disability of 30 percent or more; preference eligible veterans; and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service.
- Employment Program for People with Disabilities: Have a physical or mental impairment, which substantially limits one or more major life activities.

- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.
- Military spouses within 30 days of PCSing to Okinawa. Military spouses will not be referred to the selecting official until arriving on Okinawa. Applications must be received by the cutoff or closing date. It is the responsibility of the military spouse to notify CHRO upon arrival on island, and to provide all information concerning positions for which they have applied (e.g., announcement numbers).

**NOTE:**

- This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized.
- Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. However, referral for selection consideration will only be made if there are no qualified SOFA applicants.
- Position is subject to the provisions of the DoD Priority Placement Program.
- Management has the prerogative to select at any grade level for which this position has been announced.
- This recruitment provides promotion opportunity without further competition. However, promotion is not guaranteed and no promise of promotion is implied. Promotion will depend upon the applicant meeting all eligibility requirements, administrative approval, and continuing need for the position.
- This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.
- This announcement may serve to provide a supply of qualified applicants for this vacancy or for any other similar vacancy, which may occur within 6 months of closing date.
- **Violence Misdemeanor Amendment to the Gun Control Act of 1968:** The Federal government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Posses Firearms or Ammunition, **before a final job offer can be made.**

**SUMMARY OF DUTIES:** The incumbent performs all accounting technician functions (balancing, error correction, reconciliation) etc. Routinely obligates all emergency leave, civilian PCS orders, MEDEVAC, TAD, local training, and vicinity travel. Routinely trains and provides ongoing assistance to work center managers (customers) regarding the correct procedures for input of accounting data into the accounting system. Examines and performs detailed analysis of all transactions comprising the balances of assigned accounts. Prepares worksheets based on data extracted from the automated system. Reconciles subsidiary ledgers to the general ledger control accounts for accounts involving a variety of transactions. Frequently reviews a wide variety of complex documents to verify accounting data and mathematical accuracy and identifies necessary accounting transactions.

**METHOD OF EVALUATION:** Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Ability to examine and analyze accounting documents for proper accounting classification and authorization; closing entries; preparing monthly funds status balances and financial reports.
- 2) Ability to perform reconciliations; analyze a variety of accounts; entering and processing data into accounting system and general ledger.
- 3) Knowledge of full range payroll duties using various automated payroll systems.
- 4) Ability to create graphs and charts displaying various financial/budgetary data.

5) Ability to analyze and interpret regulations, procedures, and policies related to Financial Management Systems, accounting procedures and Joint Travel Regulations (JTR).

**TIME IN GRADE RESTRICTION:** Candidates must have completed 52 weeks of service at the GS-04 level for promotion to GS-05 level, 52 weeks of service at the GS-05 level for promotion to GS-06 level.

**QUALIFICATION REQUIREMENTS:** Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

**OTHER REQUIREMENTS:**

- 1) A one-year of specialized experience equivalent to at least the GS-4 level.
- 2) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.

**SPECIALIZED EXPERIENCE:** is experience performing or supporting work requiring a basic understanding of the accounting procedures and techniques and understands the accounting system and operations.

**HOW TO APPLY:** Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature
- 2) Most recent Performance Rating if current federal employee.
- 3) **Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**
- 4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
- 5) NAFI/AAFES employees must submit proof that they are a current employee and have completed one year of continuous service; or documentation that they have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.
- 6) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
- 7) Supplemental Questionnaire (USMC CHRO) must be attached to application.
- 8) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
- 9) Your current passport with SOFA stamp.
- 10) Race and National Origin Identification, SF-181 (Optional).
- 11) Declaration of Federal Employment, OF-306.
- 12) Self-Identification of Handicap, SF-256 (Optional).
- 13) Application must be received on or before the closing date of the Vacancy Announcement.
- 14) Faxed applications and applications mailed in an official government envelope will not be considered. **Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.** Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 15) Inquiries concerning status of application may be made within two weeks after closing date.

**WHERE TO APPLY:** Human Resources Office, Bldg. 3597, Okinawa Satellite Office, Kadena Air Base

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187, extension 243-8187.

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