

Fleet & Family Readiness Programs

NON APPROPRIATED FUNDS ANNOUNCEMENT NUMBER #16-055

LOCATION OF POSITION: Morale Welfare and Recreation (MWR) Department, Administration Department, NAS Pensacola, FL.

OPENING DATE: 02/26/16

CLOSING DATE: 03/03/16

POSITION: Expediter/NF-0525-03

SALARY: \$12.12/PH

EMPLOYMENT CATEGORY: Full Time (Scheduled to work 35-40 hours weekly. May be required to work weekends, holidays, and rotating shifts. Eligible for ALL group benefits.)

AREA OF CONSIDERATION: Applications will be accepted from all sources.

DUTIES: Liaisons with the NAF business office to maintain, reconcile and verify accounting records by implementing principles of accounting and double entry bookkeeping. Maintains files of all correspondence and messages pertaining to financial records and accounting data. Prepares all necessary reports, documents and memorandum as required. Performs general office tasks such as ordering supplies and handling office mail. Reviews, examines, verifies and analyzes a variety of documents for validity and accuracy that include purchase orders, invoices, vouchers, property records, inventories and income sources. Collects bad debts. Calls customers and commands and prepares written correspondence to collect the debts. Prepares all debt for write off after 180 days with command approval. Prepares the daily FedEx and drops at FedEx in absence of mail carrier.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is sedentary in nature. Work is performed in a normal office setting.

QUALIFICATIONS: Knowledge of various accounting policies, regulations, terminology, processes and documentation to support transactions. Ability to acquire a detailed knowledge of the SAP accounting system within the first 6 months on the job. Ability to work expeditiously and accurately to complete assigned tasks within allotted timeframe. Knowledge of operating general office equipment such as calculator, copier, scanner, shredder and computer. Knowledge and skill in the use of Microsoft Word, Excel, Outlook and other internet resources and applications. Ability to be flexible, resourceful, and diplomatic without sacrificing accuracy, efficiency and courtesy in dealing with facility managers and regional staff.

SEE REVERSE SIDE OR BELOW FOR ADDITIONAL INFORMATION AND FILING INSTRUCTIONS

NOTE: As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained.

We are an E-Verify participant.

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, contact the NAF Personnel Office that is collecting applications. The decision on granting reasonable accommodations will be on a case by case basis.

TO SUBMIT BY MAIL : MWR NAF Personnel Office,
150 Hase Rd. Bldg. 3249,
NAS Pensacola, FL 32508 **OR...**

FAX: (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP_NAFPers@NAVY.MIL

(1) **Submit a properly completed, signed and dated MWR NAF application, which can be downloaded from our website:** www.navywmwrpensacola.com. The position title and number of this vacancy announcement should be shown in the appropriate spaces at the top of the application.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

SPOUSE PREFERENCE: If requesting spouse preference you must attach a copy of the **Military Spouse Employment Preference Request form along with a copy of the spouse's PCS Orders.**

VETERAN PREFERENCE: If requesting veteran preference you must attach a copy of your **DD-214 release from active service with U.S. Armed Forces. Attach SF-15 and documentary proof if asking for Veteran's Disability, Widower/Widow, Spouse or Mother Preference.**

ACTIVE DUTY MILITARY: Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

TRANSITION HIRING PREFERENCE: If requesting preference for the involuntarily separated member of the U.S. Armed Forces and/or eligible dependents(s), attach DD-214 and Memo for Nonappropriated Fund vacancies, to assist in verifying eligibility

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS,
PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675**
