

Fleet & Family Readiness Programs

***IN HOUSE ONLY** **ANNOUNCEMENT NUMBER #16-019 *AMENDED**

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

OPENING DATE: 01/14/16

CLOSING DATE: 01/27/16

POSITION: Financial Manager/*NF-0505-04

SALARY RANGE: \$24.00 - \$30.00/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 AND CANDIDATE SEARCH: Applications will be accepted from all current MWR Employees and spouse eligibles.

***DUTIES:** Performs fiscal oversight of the NAF accounting functions of the MWR Department. Develops and manages systems to implement policies and procedures to ensure that the accounting for the financial transactions are implemented and maintained. Initiates systems to ensure comprehensive and effective services, business practices, and internal control measures are maintained in the collection of revenues, the protection of controlled documents, commodity and property inventories, and the control of purchases and other fiscal functions of the branch. Interprets directives, writes and revises instructions applicable to NAF financial controls. Provides general guidance as needed in the processing of routine transactions and of the day-to-day operations. Analyzes financial performance and prepares financial reports, which include but are not limited to: reconciliation of accounts, summaries of cost center performance against budget, cost per user statistical data, etc. Ensures timely and accurate processing of source documents and preparation of financial reports, as well as resolves the more unusual or complex problems. Prepares reports required from higher headquarters and other agencies relating to the financial data of the division and reviews and determines the best method of arriving at any desired statistical information. Conducts ongoing informational briefs and training instruction for MWR employees on financial regulations, policies and procedures as required. Serves as MWR resource contact for all data calls from the Naval Air Station, the Southeast Regional Office and CNIC. Performs supervisory functions for 1 (one) expeditor, 1 (one) Management Assistant, 1 (one) Central Cashier, and 1 (one) Mail Courier. Evaluates performance, approves leave, screens new employees, and trains new personnel. Prepares annual budget for non-appropriated funds and monitors execution. Reviews and analyzes expenditures and revenue from previous years and determines if current projections are adequate and realistic. Coordinates development and review of monthly, quarterly, and annual budgets against actual performance for all activity cost centers. Factors that must be taken into consideration include but are not limited to: The effect of new programs or new facilities, change in operational hours, or manpower requirements. Ensures inflationary increases are anticipated in costs of services and supplies. Reviews and discusses project or program proposals with managers and the MWR Director to assess the financial feasibility within existing or planned budgets. Justifies and defends budgeted amounts for planned budgets and prepares various status and operational reports as required by higher authority. Monitors financial data on an ongoing basis to alert managers, MWR Operations and MWR Director when budget execution falls out of alignment with the budget plan. Develops systems and gathers statistical data on finances. Analyzes data and creates methods of presentation to depict desired information, such as trends, facility usage, etc. Presents data to managers and works with them to come up with satisfactory solutions and recommendations. Manages and supervises the appropriated and non-appropriated funds, procurement/contract administration, property management/equipment disposal, reimbursable accounts, internal controls, correspondence, accounting services, forms control and reports management. Provides oversight and guidance for the Point of Sale System (POS) within the MWR Department

***PHYSICAL DEMANDS AND WORKING CONDITIONS:** Work is sedentary requiring no special physical demands. Work is performed in an office setting. Occasional travel of less than 20% may be required.

***QUALIFICATIONS:** A bachelor's degree in accounting or related field OR at least four (4) years of equivalent supervisory experience in accounting, budgeting, procurement, and Automated Data Systems. Knowledge of procedures, policies and techniques required in the Navy Non-appropriated Fund Accounting Systems (Double entry Accrual System). Knowledge of sound and accepted accounting principles. Ability to independently and resourcefully reconcile financial problem areas and work out satisfactory solutions to complex accounting and personnel problems. Ability to apply different financial management and analysis concepts.

SEE REVERSE SIDE FOR FILING INSTRUCTION AND ADDITIONAL INFORMATION

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.navymwrpensacola.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**
