



Naval Academy Business Services Division
Job Announcement Number: 23-105
Vacancy Open: November 17, 2023 – December 08, 2023
Area of Consideration: All Qualified Persons
Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Accounting Officer – NF-0510-04

Full Time (35-40 hours weekly, Benefited)

\$36.00-\$45.00/hour

Relocation Expenses, Potential Sign-On Bonus

JOB SUMMARY

This position is located in the Accounting Department of the U.S. Naval Academy Business Services Division, a Non-Appropriated Fund Instrumentality (NAFI). The position will report to the Chief Financial Officer (CFO) of the Naval Academy Business Services Division (NABSD). The incumbent has the management responsibility for adapting accounting systems to provide detailed profitability analysis by operational market segments in a profit generating organization. The incumbent recommends to the CFO strategic policy decisions and their impact on the profit picture of the Division.

DUTIES & RESPONSIBILITIES

- Assists the CFO who is responsible for the management of all internal accounting systems within the organization and works closely with other Accounting Officers to assign work to Accounting employees.
- Responsible for assisting in developing and adapting generally accepted accounting principles to the unique requirements of the Naval Academy Business Services Division.
- Assists in managing the accounting program, including supervision of accounting technicians, and other accounting staff.
- Responsible for assisting in the day-to-day maintenance and related operations for classification and recording of financial transactions.
- Assists the CFO by analyzing the results and interpreting the effects of financial transactions upon the financial resources of the organization.
- Applies accounting concepts and principles to solve problems, render advice and meet other requirements of management.
- Assists managers in preparing and reviewing budgets.
- Makes recommendations to the CFO regarding both budget formulation and budget execution.
- Assist in the preparation of monthly financial reports.
- Assists in preparing and presenting of other performance reports.
- Serves as a technical advisor to all levels of management throughout the organization and to other non-appropriated fund organizations throughout the Naval Academy.
- Incumbent assists managers in understanding the singularity of accounting for the NABSD organization and trains activity managers in financial management reporting.
- Performs studies of a financial nature as directed by CFO of Naval Academy Business Services Division.
- Provides financial data and documents requested by independent and governmental auditors (CNIC).

The incumbent must possess a broad, yet detailed, mastery of concepts, principles, practices, laws, and regulations of financial management sufficient to manage and analyze the high level of the USNA NAF Division. The incumbent must also possess a detailed knowledge of DOD regulations as they relate to NAF funds and the ability to plan, direct, and coordinate difficult and complex financial programs and analysis. In addition, the following specific qualifications are required of the position:

- Ability to develop, apply, and adjust financial plans and policies to attain Naval Academy Business Services Division goals and objectives.
- Ability to select, develop, and supervise a staff of Accounting personnel.
- Ability to apply a high level of sound, independent judgment in the solution of financial and business problems and in the administration of the division-wide, financial management system.
- Knowledge of the Midshipmen Pay System.
- Knowledge of Sage Accounting System (The system includes accounts receivable, accounts payable, inventory and general ledger modules.)
- Knowledge of Retail POS System.
- Knowledge of the Defense Financial Accounting Service (DFAS) and its relationship to Naval Academy Business Services Division accounting.
- Skills with Microsoft Products, specifically Word and Excel

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may call 410-293-2519 or x2882 if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. The incumbent must have a minimum of 8 years of experience as a senior level financial manager/comptroller. While a CPA designation is not required it is preferred.
2. The incumbent must have a comprehensive understanding of government accounting and financial principles, as well as a thorough understanding of federal regulations and instructions as they apply to a non-appropriated funded instrumentality (NAFI). (Please provide examples in your resume and when answering this KSA.)

3. The incumbent must have the demonstrable knowledge and skill set to coordinate and consolidate budget submissions into an overall request, closely monitor and produce financial reports, and brief senior leadership on the execution of authorized resources.
4. The incumbent must be able to coordinate financial data interchange with various Department of Defense (DOD) activities including but not limited to the Defense Finance and Accounting Services (DFAS). (Please provide examples in your resume and when answering this KSA.)
5. The incumbent must have strong communication, analytic and problem-solving skills and the ability to recognize and address complex financial issues; to think critically and base choices on data and statistics. (Please provide examples in your resume and when answering this KSA.)
6. The incumbent must have the technical capability to learn and operate any financial accounting system used by the U.S. Naval Academy to including Sage 100 Accounting System, Netsuite ERP System and commercial off the shelf POS systems utilized within the Division. (Please provide examples in your resume and when answering this KSA.)

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement. Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or 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, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.