



**Naval Academy Business Services Division**  
**Job Announcement Number: 24-005a**  
**Vacancy Open: March 6, 2024 – March 14, 2024**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 3 – US Citizenship Required**

## **POSITION DETAILS**

Accounting Technician, NF-0525-03  
Full Time (35-40 hours weekly, Benefited)  
\$25.00-\$31.00/hour

## **JOB SUMMARY**

The incumbent in this position performs all of the accounting functions for the Midshipmen Welfare Fund (MWF). The incumbent further acts as an Approving Official for the MWF government purchase card program, reconciles purchase and travel card monthly statements, prepares daily bank deposits, conducts monthly book checks and prepares monthly and annual financial statements for the MWF.

## **DUTIES & RESPONSIBILITIES**

Maintains a QuickBooks accounting system with a large number of accounts. Prepares journal entries, including payables, receivables, depreciation and all standard types of accruals and reversals. Reconciles the travel and purchase card accrual accounts on a monthly basis.

## **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 email [sharp@usna.edu](mailto:sharp@usna.edu) 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 at least three years of accounting or bookkeeping experience. While a degree in accounting is preferred, it is not required.
2. The incumbent must have experience with QuickBooks, or similar accounting software.
3. The incumbent must be able to work in a fast pace environment, able to multitask and prioritize work to meet short deadlines.
4. The incumbent must have excellent customer service skills and the ability to recognize and address complex financial issues.

5. The incumbent must be able to comprehend and prepare a budget and financial reports to brief senior leadership if necessary.

## 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.*