



Naval Academy Business Services Division
Job Announcement Number: 24-031
Vacancy Open: March 15, 2024 – April 2, 2024
Area of Consideration: Internal/Current USNA Federal Employees
Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Staff Accountant, NF-0510-04

Full Time (35-40 hours weekly, Benefited)

\$24.60 - \$36.10/hour

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 Accounting Officer 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 and the Accounting Officer strategic policy decisions and their impact on the profit picture of the Division.

DUTIES & RESPONSIBILITIES

- Assists the CFO and Accounting Officer with all aspects of long-range planning, budget development and monitoring, and accounting system automation.
- Responsible for assisting in developing and adapting generally accepted accounting principles to the unique requirements of the Naval Academy Business Services Division.
- Responsible for assisting in the day-to-day maintenance and related operations for classification and recording of financial transactions.
- Assists the Accounting Officer 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.
- Assist in the preparation of monthly financial reports.
- Assists in preparing and updating performance reports.
- Assists managers in understanding the unique and complex division wide accounting system and trains activity managers in financial management reporting.
- Performs financial analyses as directed by the CFO of Naval Academy Business Services Division.
- Ascertains and ensures that proper and meaningful audit trails exist.
- Will be familiar with the strategic profit model of the various businesses and make recommendations that will improve the net worth of the organization.
- Participate in the general administrative routine of the Accounting Department.
- Ensures that all reports and supporting schedules properly reflect the current financial position and operating results of the organization.

The incumbent has the management responsibility for adapting accounting systems to provide detailed profitability analysis by operational market segments in a profit generating organization. This function entails substantial inventiveness in devising accounting procedures that provide the ability for management to react to changing markets from sources internal and/or external to the business. 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 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 SAGE 100 Accounting System (The system includes accounts receivable, accounts payable, inventory and general ledger modules.) or other Accounting Systems.
- Knowledge and experience using Microsoft Office Products.

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 nabsdjobs@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. Incumbent must have 4 years of experience in the accounting field, or a four-year degree in business with an emphasis in accounting. While a CPA designation is not required, it is preferred.
2. Incumbent must have recent experience with a "for profit" business entity.
3. Incumbent must have a working knowledge of general ledger accounting, Generally Accepted Accounting Principles (GAAP), and financial statement preparation.
4. Demonstrable experience preparing for financial and procedural audits is preferred.

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.