



Naval Academy Business Services Division
Job Announcement Number: 24-037
Vacancy Open: April 19, 2024 – May 2, 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)

\$23.00-\$24.00/hour

JOB SUMMARY

This position is located in the Business Services Division Tour Office at the United States Naval Academy. The purpose of this position is to review and process various accounting documents including customer and vendor transactions for the tour office within the Business Services Division.

DUTIES & RESPONSIBILITIES

The incumbent reports to the Hospitality Sales Manager and is responsible for the accuracy of accounting information and of the processing of financial documents. Employee organizes accounting transactions, maintains and reconciles accounts, closes accounts and prepares reports and statements, analyzes accounting data, and examines accounts.

- Processes invoices by keying into the accounting system of record
- Assist other employees in solving reconciliation problems and provides instructions when necessary
- Maintains accurate vendor information
- Runs monthly reports and verifies accuracy
- Assists with special projects as needed and assigned
- Filing necessary to perform duties
- Performs cashier duties in the absence of other personnel
- Assists the Hospitality Sales Manager with various administrative and accounting related tasks
- Will participate in the general administrative routine of the Tour Department by determining supply needs of personnel and participating in the ordering process
- Assists accounts receivable technician with accounts receivable functions and programs
- In the absence of the supervisor, the incumbent will operate independently. The incumbent is held responsible for accounting functions and programs Run daily Income Statement for the previous day. Check and reconcile receipts and correct errors
- Check deposit envelope against deposit slip and work sheet
- Check GX report against credit card slips
- Check the GX report to confirm the daily credit card batch has been posted
- Check sign-in log for groups accounts receivable. Invoice as needed
- Issue returns as needed and forward to Accounting
- Check Income Statements against Accounting records
- Balance previous month and compare against Accounting reports. Make corrections as needed. Send a report to Accounting
- Review old orders in Galaxy.
- Check for outstanding orders.
- End of year reports and balancing on the fiscal cycle
- Adjust products within the online ticketing system when new products are produced
- Correct and/or add POS inventory items
- Update galaxy and make corrections as needed
- Enter promotions as needed
- Troubleshoot POS and online system
- Performs other related duties as assigned

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. The incumbent must have at least one year of accounting or bookkeeping experience. While a degree in accounting is preferred, it is not required.
2. The incumbent must have experience using accounting software. Please provide the software systems you've used.
3. The incumbent must have experience creating and balancing financial reports.
4. The incumbent must have excellent customer service skills and the ability to recognize and troubleshoot POS and online system issues.

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.