



**Naval Academy Business Services Division**  
**Job Announcement Number: 24-070**  
**Vacancy Open: September 26, 2024 – October 10, 2024**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 3 – US Citizenship Required**

**POSITION DETAILS**

Accounting Technician, NF-1101-03  
Full Time (35-40 hours weekly, Benefited)  
\$20.00 - \$22.00/hour

Being an Accounting Technician with NABSD provides you with the exciting and fulfilling opportunity to support the Brigade of Midshipmen and help grow future leaders of our nation while working with 25 different departments from retail and dining to support services and administration. Full Time schedule, 8-hour daytime shifts Monday – Friday.

**JOB SUMMARY**

This position is located in the Business Services Division Accounting 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 all organizations within the Business Services Division.

**DUTIES & RESPONSIBILITIES**

- Matches all invoices to receiving reports by purchase order number
- Verifies correctness of invoices and credits by comparing to receiving reports and charge back forms
- Prepares invoice apron forms for disbursements and verifies that all information on the forms is correct
- Processes invoices by keying into the accounting system of record
- Processes payments, double checking that the keyed information from the apron forms is correct and making corrections when necessary
- Assists in reviewing credit card reconciliation packages for the NABSD credit card program
- Assist other employees in solving reconciliation problems and provides instructions when necessary
- Maintains accurate vendor information
- Runs monthly reports and verifies accuracy
- Oversees accounting office maintenance issues, such as repairs to copier and postage machines
- Assists with special projects as needed and assigned
- Filing necessary to perform duties
- Performs cashier or teller duties in the absence of other personnel
- Assists the Accounting Officer with various administrative and accounting related tasks
- Will participate in the general administrative routine of the Accounting 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 Accounting Officer the incumbent will operate independently. The incumbent is held responsible for accounting functions and programs
- 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 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](mailto: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. Minimum of 1-year of current Accounting experience, to include experience in Accounts Receivable and Accounts Payable.
2. Incumbent must have experience with Accounting software and ERP systems.
3. Incumbent must have proficiency with MS Excel.

## 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.*