



Naval Academy Business Services Division
Job Announcement Number: 24-084
Vacancy Open: November 22, 2024 – December 9, 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 - \$27.00/hour

Benefits Eligible: Medical Insurance, Dental Insurance, Life Insurance, Long Term Disability, Health Savings Account, Flexible Spending Account, Retirement, 401K, Vacation and Sick Leave Accrual

MWF provides opportunities to enrich each member of the Brigade's personal, social, and intellectual development. In this way, MWF functions in a similar manner to college campus support organizations, such as student unions and recreational organizations and the Navy MWR. MWF offers employees the opportunities to exercise creativity and help make a difference in the lives of the Midshipmen.

Looking for candidates with availability to support a Full Time schedule, 8-hour shifts Monday – Friday.

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.

The incumbent ensures the overall accuracy of the MWF ledger balance and associated reports. The incumbent assists the MWF Manager in making recommendations for change to forms and procedures for handling data associated with various programs. The work results in eliminating duplication of effort, increased financial transparency, better adherence to financial recording and reporting requirements, and more assurance of accurate financial information for auditors and management personnel.

Communicates with immediate supervisor, midshipmen and military personnel, MWF personnel, general public and vendors/contractors doing business with the MWF, either in person or on the phone.

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 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 a two-year college degree or higher; or equivalent administrative, accounting or bookkeeping experience. A degree in accounting, business administration, or finance is preferred.
2. Experience typing and processing data using computer software.
3. Ability to work in a fast-paced environment and adapt to policy changes.
4. Ability to solve financial problems individually, and as part of a team.
5. Ability to prepare and comprehend a budget and financial reports to brief senior leadership.

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.