

MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

メール提出についての注意点 Important Notice with Email submission

- メールの Subject には応募する職種名と PWO#を記載して下さい。
Email subject must contain job title and PWO#
- 添付書類は PDF (3 ファイル以内) で提出お願いします。
Submission is limited to 3 PDF files including resume and attachments.

Application: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Submit to: **mcipac_chro_jn_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg. #495.
- Application with required documents must be submitted to JN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil

Announcement No. **124-23R****RE-ANNOUNCEMENT** - Applicants who applied to Announcement #124-23 need not reapply

PWO #: 184

Position title: **Accountant, #002, BWT-1, Grade-6, LPL-3****MLC F/T Permanent**Number of position(s): **1**Location: **Camp Foster**

Organization: G-8 Division, Managerial Accounting Branch

Area of consideration 募集範囲:

Okinawa Wide (MLC/IHAs employed in Okinawa)沖縄県内にて雇用されている全 **MLC/IHA** 従業員

Closing date: (提出期限)

30 Sep 23**Summary of duties:**

As a senior Accountant, monitors the operations of Managerial Accounting Branch (MAB) Accountants and Accounting Technicians, providing guidance as needed. Assists in resolving customer complaints or discrepancies received from Defense Finance Accounting Service (DFAS) Cleveland, DFAS Columbus, DFAS Japan, Fund Managers and Defense Agencies Initiative (DAI) Project Organization Expenditure Task (POET). Keeps supervisor posted of current operations within the section. Assists the MAB Supervisor as a working leader and pacesetter of a POET Team, providing senior technical leadership and guidance while completing more difficult task as required. Responsible for team leadership and other responsibilities which include but are not limited to: training, coaching, product review, and providing instructions and advice on work and administrative matters to junior staff members. Provides training regarding accounting policies and procedures. Responsible for independent research and analysis to determine corrective actions necessary to resolve problems with complex accounts, several different operating programs, changing operational conditions or as identified by the POET liaison accountants. Monitors and analyzes transactions on weekly reports generated by authoritative Headquarters Marine Corps accounting systems. Determines effectiveness of internal processes to identify, improve and accomplish corrective actions based on research. Implements new policies and procedures as determined by the Accounting Officer. Coordinates, schedules and monitors perpetual on-site reviews of POETs insuring monthly on-site visits are executed. Ensures that POET liaison accountants are closely monitoring unliquidated obligations for better funds utilization and control. Includes review and acceptance of triannual input from POETs. Receives, reviews, and verifies requests for fast pay obligations issued by DFAS Japan Vendor Pay Section. Determines what corrective action is required. Responsible for maintaining records for US Civilian Salary Advances. Also responsible for establishing, analyzing or directing the operational procedures for control ledgers, general journals, amortization, depreciation, payroll, sales, purchases, inter-funds transfer, etc. and periodic statements concerning status of accounts. Performs special projects or other administrative tasking as assigned.

Qualification Requirements 資格条件

1. Must be able to speak, read and write in English at LPL-3 or higher equivalent.
2. Must have knowledge and skill in Microsoft Excel, Word, and Outlook.
3. Must have knowledge in accounting process and procedure.

Work Schedule: (Mon-Fri): 0730-1630**Required documents/提出書類 :**

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

注 : 以上の資格証のみを提出してください

LANGUAGE PROFICIENCY LEVEL (LPL) 語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.