



Civilian Labor Affairs Office
Combined Arms Training Center, Camp Fuji
United States Marine Corps
Gotemba-City, Shizuoka-Pref., Japan



Vacancy Announcement/求人広告

Date: 7 May 2025

CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/>

Announcement No. : 008-25		
PWO #: FUJI25-PWO-008	Position title: Cash Accounting Clerk, #0036, BWT1-3, LPL2 出納事務職、#0036、基本給表 1、等級 3、語学力 2	
Type: Permanent 常用 IHA 基本労務契約	No. of position 募集人数: 1	Location 就業場所 : Camp Fuji キャンプ富士(静岡県)
Organization 組織名: MCCS, CATC Camp Fuji, MCIPAC (キャンプ富士、福利厚生部)		
Open to 求人公開募集範囲: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 現MLC/IHA従業員キャンプ富士通勤圏内に在住する方、もしくは自 費にて通勤圏内へ移住できる方。		Closing date: Open until filled. 採用者が決定するまで
Summary of Duties 仕事の内容: Serves as the Administrative Specialist reporting to Clubs Manager. Performs the following duties: Administrative: Prepares daily cash reports and bank deposits for submission to the Camp Fuji Central Cashier and Accounting Management Office (AMO). Prepares consolidated Daily Activity Reports (COAR) and slot machine drop reports. Maintains files as appropriate. Posts to the Daily Activity Records, any cash overages or shortages on a daily basis for club's activities. Forwards appropriate documentation to AMO by predetermined dates. Interprets and explains changes in accounting procedures for duty managers and club cashiers. Ensure the safeguards of MCCS funds in accordance with MCCS Regulations. Collects and issues money bags, cash funds and sub-custody receipts from duty managers and cashiers; maintains log record of movement of money bags and cash funds issued. Prepares bank deposits of cash receipts and makes change funds for cash registers. Receives, counts, and verifies money received with daily cash reports for accuracy. Operates packaging machines in connection with the counting and wrapping of coins and currency for change machines. Maintains appropriate logs as necessary. Occasional situations may require operating a cash register according to established cash control procedures. Receives payments, makes change, verifies personal checks and credit cards, etc. Responsible for receiving and verifying daily cash receipts and comparing with daily activity reports from cashiers. Investigates discrepancies and makes recommendations to correct such discrepancies. Enters data and prints works schedule for Duty Managers, Bartenders, Cooks, Supply Specialist and Janitor. Accept all leave requests (Annual Leaves, Sick Leaves, and others) and input these into the appropriate system. Serves as timekeeper for all IHA club employees, NAF full time employees, NAF Flex employees, and contracted employees. Submit time and attendance reports for all club staff. Prepares draft orders for contracted labor and provides to management for approval. Cross references contract labor invoices with timecards and work schedules, preparing draft receiving reports for final approval by management. Assist in preparing and submission of End of month inventory/report to AMO for Camp Fuji Club		

Mess, Bar, Blanket Purchase Agreements, and Safety Report. Assists in training new employees on administrative procedures and cash handling procedures. Responsible for drafting the Monthly Event Info Pack for Managers approval submission to the CSS office and posting of flyers. Input entries for purchase request and contract request into MCCS AXEone software for entertainer's equipments, supplies, then submit to club's manager for approval.

Exchange Cashier:

Convert Yen to Dollars and vice versa to customers using the accurate daily conversion rate. Responsible for Yen conversion program within Camp Fuji MCCS Facilities. Screens all checks to determine if they are negotiable, prepares them for deposit by endorsing them with the MCCS deposit stamp before depositing to the bank. Initiates action for reimbursement of dishonored checks, for maintaining an electronic and printed "Indebtedness List" and for distributing it to the designated recipients within the club.

Maintains a central change fund. Responsible for verification and replenishment of change fund as required. Accepts payment from external customers for MCCS Club Card bills and other MCCS Services such as Trips, and Internet Office fees.

Cashes MCCS payroll checks, personal checks, government checks, traveler's checks, and money orders for authorized patrons, assuring that proper identification and Club Card is provided. Serves as intermittent Central Cashier while the actual Central Cashier is absent.

Other Duties:

Receives, sign and secures the MCCS funds during transport from MCCS facilities to MCCS Central Cashier and from the Central Cashier to the military and civilian banking facility and coordinates appropriate PMO escort if required. Act as cash courier between MCS and bank Camp Zama and/or NAF Atsugi.

Responsible for coordinating and assisting in representing MCCS Camp Fuji for Army Recreation Machine Program Slot Drop and Slot Machine repair and maintenance. Maintains change funds in slot: cash machine (ACM) with ARMP. Assists in coordinating and implementing of special function related to Camp Fuji Club System. Assist in coordination and reconciliation of discrepancies/modifications with MCCS Supply Branch regarding consumables in support of Camp Fuji Club System. Performs other related duties as assigned.

Qualification / Licensing Requirements 必要な免許資格等 :

1. Ability to account for and secure MCCS funds according to all applicable regulation.
2. Knowledge of electronic EPOS systems and cash handling procedures.
3. Ability to assist patrons or direct them to the proper department for assistance.
4. Ability to lift up to 40 pounds without assistance.
5. Ability to speak and read English at a minimum proficiency of LPL 2.
6. Ability to work at various shift.

Work Schedule 勤務スケジュール:

5 days 40 hours a week, Shift Schedule:

0530-1430, 0600-1500, 0630-1530, 0700-1600, 0730-1630, 0800-1700, 0830-1730
0900-1800, 0930-1830, 1000-1900, 1030-1930, 1100-2000, 1130-2030, 1200-2100, 1230-2130,
1300-2200, 1330-2230, 1400-2300 1430-2330, 1500-0000, 1530-0030, 1600-0100

Required documents :

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
 2. Copies of certifications.
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1. 軍指定履歴書MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
 2. 所有資格証明書のコピー

How to apply/応募方法:

Submit the completed package to/履歴書提出先メールアドレス: FUJI_JN_STAFFING@usmc.mil



Application form/応募用紙:

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below or QR code. 応募用紙は以下のリンク またはQRコードからダウンロード可。

<https://www.mcipac.marines.mil/Portals/28/JN%20App%20Form%20and%20Questionnaire.pdf>

We are encouraging applicants to submit the application packages through an email to the email address above.

MLC / IHA求人募集に応募される方は上記のメールアドレスへ eメールにて履歴書を添付送信提出していただくよう、ご協力をお願い致します。

- Important Notice about the e-mail submission. eメールにて履歴書を提出する際の大切なお知らせ
 - e-mail subject must contain “**Job Title**” and “**Announcement #**”
Subject件名には、必ず職種名と募集広告番号を明記してください
 - Submission is limited to 3 PDF files including resume and attachments.
添付書類はPDF（3 個以内）で提出お願いします。

The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.
印刷した履歴書提出の場合は CLAO人事事務所（キャンプ富士、建物番号140、122号室）にて受け付けいたします

- Submit ONLY applicable documents listed in the announcement along with your application.
募集要項に記載の必要書類のみご提出ください
- Deadline: Application with required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.
締切日：履歴書は締切日の16：30までにCLAOに提出して下さい。不備のある書類は受付できません
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be contacted. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
書類先行の上、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。空席が埋まり次第書類は適切に処分いたします。
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: FUJI_JN_STAFFING@usmc.mil
お問い合わせは沖縄海兵隊人事部-CLAO人事（軍電645-3370 電話098-970-3370）または、上記Eメールアドレスまでご連絡ください。

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.