

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>***Open Until Filled***</p>		<b>広報番号：</b> Announcement No.	NS-VA-32-26
		<b>初回選考締切日</b> 1 <sup>st</sup> Cut-off Date	30 Mar 26
		<b>募集締切日：</b> Closing Date	15 Mar 27
		<b>発行日：</b> Date of Issue	16 Mar 26
<b>1.職種名</b> Job title ( <b>等級</b> Grade <u>5</u> / <b>語学等級</b> LD <u>3</u> )  <div style="text-align: center;"> <h3>Accounting Technician #306</h3> <p>(会計技術職)</p> </div> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative      Blue Collar Trade      Security      Medical	<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 2em;">2 名</div>	<b>4.募集範囲</b> Area of Consideration <b>I.</b> <input checked="" type="checkbox"/> <b>現 MLC/IHA 従業員 (部隊内)</b> Current MLC/IHA Employee within Activity <b>II.</b> <input checked="" type="checkbox"/> <b>現 MLC/IHA 従業員(通勤圏内)</b> Current MLC/IHA Employee in commuting distance <b>III.</b> <input checked="" type="checkbox"/> <b>現 MLC/IHA 従業員(全在日米軍)</b> Current MLC/IHA Employee Japan Wide <b>IV.</b> <input checked="" type="checkbox"/> <b>外部 Off Base Applicant</b>	
<b>2.部隊</b> Activity <b>The New Sanno Support Services Accounting Office</b>  <b>勤務場所</b> Working Place: <b>東京都港区</b> Minato-ku, Tokyo		<b>This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.</b>	
<b>3.勤務時間</b> Work Schedule ( <b>週</b> <u>40</u> <b>時間制</b> hrww )  勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 8 hours/day 0800-1700 休憩 Recess Period: 1 hour /day  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		<b>5.雇用の種類</b> Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA  <input checked="" type="checkbox"/> 常用 Permanent (年齢 18歳～61歳、定年年齢を上限) (Age: Ages 18 to 61. Up to the retirement age.)  <b>日米政府間で締結された労務提供契約に基づき雇用される</b> Employed under a labor services agreement concluded between the Japanese and U.S. governments.  <input type="checkbox"/> 限定期間 Limited Term ( __ ヵ月 Months or NTE date)  <input type="checkbox"/> 時給制臨時 Hourly Pay Temporary (HPT) _____yen per hour	

**6.職務内容 Duties**

Performs double-entry accrual accounting work to maintain, control, and reconcile a combination of accounting transactions and records in SAP accounting system promptly by posting general ledger accounts from original documents received that include verifying payments, issuing invoices, and balancing payments and collections. Receives and validates vendor and contractor invoices with receiving documents or work center validation upon receipt of services, and processes invoices for other commands (NAVFAC, USFJ, CFAY, CNIC, etc.), private vendors, and contractors, transacted in both yen and dollars.

Performs various functions in ensuring effective control and maintenance of The New Sanno's assets. Reconciles asset, liability accounts, and subsidiary ledgers with the general ledger, functioning to include creating asset numbers, updating asset records in SAP accounting system, periodic inventories and processing necessary forms (NAVCOMPT form 2212 for disposition, DD Form 200 for Property Loss and/or DD form 1149 to transfer assets). Researches and determines the cause of discrepancies and initiates necessary adjustments. Conducts detailed examination of transactions, researches for required information, and classifies accounting data for assigned accounts. Utilizes inventory management systems such as Yellow Dog, and POS such as Opera and Symphony to accurately reconcile accounting transactions.

Acts as the primary contractual point of contact and responsible for analyzing received goods/services, tracking expenditures, conducting cost-benefit evaluations, including preparing and distributing delivery orders, entering awards, validating invoices, modifying orders, interfacing with vendors and DFAS (Defense Finance and Accounting Service) on contractual issues, maintaining an auditable filing system, and submitting annual contract renewal requirements. Performs work related to service by examining, verifying, maintaining, analyzing Government Purchase Card (GPC) procurements and contract Purchase Request (PR), in accordance with NAF GPC policy and Federal Acquisition Regulations, along with maintaining and reconciling JPMorgan Access Online for GPC transactions when assigned as an Approving Official (AO) or an alternate AO. Processes invoices for payments and maintains paid vouchers for various services.

Advises the supervisor on unusual situations/problems encountered, recommending appropriate solutions that may result in changes to processing procedures. Serves as a liaison between installation activities/employees and CNRJ N94. Assists with NAF budget by providing prior year financials to New Sanno management, providing financial recommendations, and posting budget financial data into the SAP accounting system. Attends the Army Recreation Machine Program (ARMP) slot machine operation when necessary to process the tax form and to pay out jackpots.

**特別な職務状況** Outstanding Working Condition, if any;  
Irregular work schedule including Sat, Sun & Holidays.

**7.資格要件/身体条件 Qualification/Physical Requirements**

- a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-years college/university in a related field.
- b. Knowledge of analyzing and reconciling accounts and the ability to pinpoint discrepancies and determine proper entries.
- c. Knowledge of methods and procedures used by the double-entry accounting system.
- d. Skill in operating personal computer such as Microsoft Word, Excel, Access, and financial application such as CFMS, STARS FL and SAP.
- e. Ability to analyze accounting variances, determine causes, and take corrective actions.
- f. Ability to communicate effectively with all levels of personnel.
- g. Ability to speak, read, and write English at fluent proficiency level (LD-3).

\* Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national) in Japan will be eligible.

\* U.S. Citizens (including dual citizenship with US) are not eligible for IHA (HPT) employment.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency :

必要なし None    初級 Basic    中級 Intermediate    上級 Advanced    特段の能力 Exceptional

## 8.提出するもの Application and Associated Documents

応募書類提出方法は下記 9 項をご確認ください。 See item #9 below for How to Submit Application Documents.

**下記に示される必要書類の全てが揃っていない場合、若しくは下記 9 項の応募方法の指示通りにご応募頂けない場合、選考対象となりませんのでご注意ください。 When all of required documents indicated below or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.**

1.  空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
2.  専門職務経歴書 Resume of Specialized Work Experience  
1 & 2 の記入は Complete in  日本語で Japanese  英語で English  どちらでも Either
3. その他必要書類等 Other Required Documents (内部応募者は、下記にチェックマークで示される書類がある場合 1 つの添付ファイルにまとめてください。 For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment)
  - 運転免許証の写し Copy of Driver's License  
マイナ運転免許証の方は「マイナ免許証読み取りアプリ」等より印刷された免許情報を提出。  
For My Number Driver's License, submit the license information printed from the My Number Driver's License Reading Application, etc.
  - 修了証/証明書の写し Copy of Certificate
  - 英語の能力を証明するものの写し。 Certificate of English Proficiency.  
TOEIC, TOEFL 等の語学試験結果証明書をお持ちでない方はご自身の英語力（会話、読み、書き）レベルについての自己申告、若しくは英語を使った職務経験を応募用紙の職務経歴欄に記述して下さい。  
If you do not have Certificate of English Proficiency Test, such as TOEIC, TOEFL, provide self-statement on the level of your English proficiency (speaking, reading, writing) or describe the work you have performed using English under the work experience section of the application form.
  - 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.
  - DD-214 Copy (Member-4 copy) only for former U.S. military personnel.  
NOTE: Retired US military/reservist must obtain approval for employment under foreign government from both the Secretary of State and the Service Secretary from which you retired, and attach the approval letter to be considered.
4.  (外部応募者のみ For external applicants only) 110 円分の切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)。 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and 110 yen stamp (MPS is unacceptable.)

\*資格要件審査に必要な応募書類ではありませんが、家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』を提出してください。（内部応募者は、上記 3 項のその他の必要書類とまとめて提出してください。）  
The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form. (For current MLC/IHA employees, please submit with the "Other Required Documents" in item#3 above.)

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;  
<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Forms/>

## 9.応募書類提出方法 How to Submit Application Documents

<b>提出先:</b> 郵送または E-mail にてニューサンノー人事課へ提出。 〒106-0047 東京都港区南麻布 4-12-20 ニューサンノー人事課 ☎03-6868-2311 (内線 7047)	<b>Submit to:</b> By postal mail or E-mail to the New Sanno Personnel Office. 4-12-20 Minami Azabu, Minato-ku, Tokyo 〒106-0047 The New Sanno, Personnel Office ☎03-6868-2311 (Extension 7047)
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## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : The New Sanno Personnel Office

軍電 (DSN) 243-7047

PD No.: Sanno-SA-010

PD is accurate and current. Certified by Activity: at

HRO: (rcvd 3/10) ks 3/13

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

勤務時間が週 20 時間 以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension Plan.勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

#### **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。