



REGIONAL ADMINISTRATIVE ASSISTANT

Announcement # ANNA 0024-12

Salary: \$13.00-\$15.00 per hour Series/Grade: NF 0303 03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

OPENS: 23 August 2012

LOCATION: ANNAPOLIS

CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0– 40 hours per week)

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>

Mail ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of OF-612 and OF-306.* Direct inquires to 301-342-3603.

DUTIES AND RESPONSIBILITIES:

Serves as POC for facilitating the distribution of Unit Allocation funds for site commands, including establishing, calculating and maintaining a quarterly account of all fund deposits and withdrawals for each command. Ensures receipts balance to the amount of each disbursement and that any remaining unused funds are returned to the MWR for deposit into the bank account.

Reviews a variety of accounting documents, (i.e. inventories, Daily Activity Reports (DAR), invoices/receiving documents, mess requisitions, etc.) for accuracy and completeness. Ensures all relevant information, such as proper authorization/required (signatures) and correct account information is recorded on all source documents before forwarding to the Regional Accounting Office for action.

Ensures receipt of activity BPA logs and forwards to Regional Accounting Office. Assist with providing account information to the MWR Director, Activity Supervisors, Managers and other Administrative personnel. Review documents for correct account information, accuracy and completeness. Assist with data entry into various excel financial comparison spreadsheets at the assigned site. Assist with budget formulation and data entry into SAP. Responsible for numbering various documents and maintaining the in-house control logs for each. The documents may include but are not limited to bills, passes, contracts and promotional items.

Prepare and mail the appropriate mailing receptacle for tickets returned to a vendor. Maintain in-house overage and shortage control log of DAR Discrepancy Notices. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Must have a minimum 2 years documented experience in administrative functions, to include: excellent typing skills, ability to use a personal computer with specific ability with word processing, spreadsheet, data base and presentation software—Microsoft Word, Excel, Access and Power Point strongly preferred. Must possess a thorough knowledge of English grammar, spelling, capitalization and punctuation. Must be familiar with pertinent accounting procedures, billing processes, purchasing and requisitioning procedures. Must be familiar with document filing and retrieval systems and have the ability to accurately maintain filing systems. Must possess excellent written and verbal communication skills. Must be able to complete finished reports and presentations with minimum of corrections. Previous MWR or government experience preferred. Must possess excellent personal and customer service skills and be able to provide changes to procedure and new requirements to a variety of management and support staff in a positive manner. Must possess a professional demeanor and have the ability to make presentations and successfully field questions from senior management, military command personnel and customers. Must be able to work with a minimum of supervision. Must be able to lift up to 25 lbs. Must be able to gain access to base computer system. Must be able to favorably pass a national background investigation.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment

The Department of the Navy is an Equal Employment Opportunity 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 any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<https://cnic.navy.mil/NDW/About/Jobs/>