



**NONAPPROPRIATED FUND VACANCY ANNOUNCEMENT #: 10-013**

**POSITION TITLE: *Accounting Technician NF-0525-II***

**PAY: \$ 8.71-\$17.06 ph (depending on experience)**

**OPENING DATE: 11 MARCH 2010**

**CLOSING DATE: 18 MAR 2010**

This is a regular position (with benefits) located at the Resource Management Office at Sheppard AFB, TX.

**DUTIES:** Performs double-entry accrual accounting work in order to maintain a combination of journals and ledgers. Examines, verifies, and analyzes a variety of documents to determine their mathematical correctness, validity, and clerical accuracy. Documents may include purchase orders, vouchers, payrolls, property records, etc., which are complicated by discounts, partial payments, etc. Assists in resolving payment disputes by contacting vendors/contractors/activity personnel for needed information to complete/resolve payment issues. Accomplishes correction action documents in an automated general ledger system and forwards the action, with backup attached, to individuals with approval authority. This requires analyzing the documents to insure they will correctly post to the appropriate general ledger accounts. Prepares/reviews worksheets to insure accounts are in balance with the general ledger monthly. Assists activity personnel with completing documents needed to balance general ledger accounts, prepare prepaid expense forms, and property add forms and forwards those documents as needed to the Shared Service Center (SSC) in San Antonio to update subsidiary records. Performs the duties of the Central Cashier in their absence. Out processes individuals departing Sheppard AFB to insure no debts are owed to FSS. Performs other related duties as assigned.

**QUALIFICATIONS:** Must have experience in work which provided a knowledge of double entry accounting procedures and techniques; knowledge of procedures used to enter, modify, retrieve and delete information in an automated general ledger system; and the ability to analyze the interrelationship of accounts that are affected by varied transactions. Successful completion of a National Agency Check is required.

**BENEFITS:** If selected for this position, you will be eligible for leave, retirement, 401(K), health and life insurance. If you are a civil service employee with DoD, you may be able to keep your retirement. As a Nonappropriated Fund employee, you are eligible to use the fitness centers, golf course, bowling centers, clubs, swimming pools and other Services facilities.

**HOW TO APPLY:** Current Sheppard NAF employees should submit an AF Form 2550; others submit OF 612, Optional Application for Federal Employment, or resume and the OF 306, Declaration for Federal Employment, to the Human Resources Office. Mailing Address: 82 MSG/SVH, 136 K Ave Ste 2, Sheppard AFB TX 76311-2740. Telephone: (940) 676-6394. Fax: (940) 676-2682. Selection will be based on merit without discrimination because of race, color, sex, religion, sexual orientation, national origin, age, marital status, physical handicap, political affiliation, or any non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

"All Federal NAF Employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit."

**SHEPPARD AIR FORCE BASE IS AN EQUAL OPPORTUNITY EMPLOYER**