

JAN-03-03 07:53 AM

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. NAVFAC 1
6. OPM Certification No.

2. Reason for Submission
 Reassignment
 Reestablishment
 New
 Hdqtrs.
 Field
 Other

3. Service
 Hdqtrs.
 Field

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)

Standard Position Description

7. Fair Labor Standards Act
 Exempt
 Nonexempt

8. Financial Statements Required
 Executive Personnel
 Financial Disclosure
 Employment and Financial Interests

9. Subject to IA Action
 Yes
 No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.)
 SES (CR)

11. Position is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive
 3-Critical Sensitive

13. Competitive Level Code

14. Agency Use
NAF POSITION

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	ACCOUNTS MAINTENANCE CLERK	NF	0525	02	elb	1-9-03
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)
ACCOUNTING TECH (PAYROLL & ACCOUNTS PAYABLE)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE NAVY
a. First Subdivision
b. Second Subdivision

c. Third Subdivision
d. Fourth Subdivision
e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible; This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature
Date

Signature ANNE-MARIE JONES
Date 1/7/03
Anne Marie Jones

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action
E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER
Signature
Date 1/9/03
E. Lanier-Ballenger

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Reviewer	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: NAVFAC 1

Classification: Accounts Maintenance Clerk NF-0525-02
Org Title: ACCOUNTS MAINATENANCE CLERK (PAYROLL & ACCOUNTS PAYABLE) NF-0525-02

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to process and maintain payroll and procurement documents for VQ operations.

MAJOR DUTIES

Payroll

Processes all time cards for payment ensuring all calculated hours worked are within the nearest tenth of an hour.

Receives and verifies payroll information, distributes pay envelopes, processes all accounting reports pertaining to payroll and accrues pay earned at the end of each month.

Ensures all personnel increases are processed on time and all deductions are authorized and correct.

Accounts Payable

Receives bookkeeping copies of open purchase orders and contracts. Prepares payment after reviewing price, quantity, amount, department and appropriate signatures according to the purchase order, invoice, regulations and prompt payment act. Responsible for resolving discrepancies between purchase order and invoice.

General

Ensures all transactions are fully supported by documentation and processed in a timely manner. Ensures all transactions are processed according to established policies and regulations.

Performs end of month, end of fiscal year and end of calendar year closing. Prints reports and verifies the correctness.

Prepares routine requests for information, source and/or supporting documentation.

Performs other related duties as assigned.

FACTOR 1. SKILL AND KNOWLEDGE REQUIRED

A certification or associates degree in accounting from an accredited university or business school is preferred but may be substituted for a combination of education, training and experience. A minimum one-year experience in an integrated double-entry accrual accounting system is required.

Knowledge of standard procedures used to process and record transactions and accounting data in a segment of a general fund accounting system.

Knowledge of procedures necessary to verify and edit accounting data. Transactions are of a recurring nature and standardized in format. Knowledge of how to locate and resolve errors.

A good knowledge of payroll, tax procedures, accounts payable processes.

Must be proficient with 10-key calculator, word processing and spreadsheet software. Must be able to type by touch with speed and accuracy.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor issues general work assignments indicating the purpose and scope of assignments. The supervisor provides detailed instructions on difficult or unusual transactions, or new assignments.

Uses initiative in completing routine assignments in a timely fashion, without detailed instructions, and is responsible for the accuracy of work. Refers to the supervisor when encountering any deviations, problems or unfamiliar situations that are not covered by instructions.

The supervisor assures that finished work and methods used are technically accurate in compliance with instructions, established procedures, and regulations.

FACTOR 3. GUIDELINES

The incumbent carries out assignments in accordance with DOD and Navy regulations, including but not limited to the DOD 7000.14-R, OPNAVINST 11103.1 series, RAMCAS User

Handbook and AIMS/SAP Hands-on User Guide. The similarities among the guides and among the transactions handled require the employee to use judgement in order to recognize differences in similar situations and to locate and apply the most appropriate procedure or technique. This may require the identification of the appropriate procedure from among two or more alternative approaches. The employee may, on an irregular and infrequent basis, make minor deviations to adapt the guidelines to specific problems.

FACTOR 4. COMPLEXITY

The incumbent is required to execute policies, regulations and guidelines as they pertain to a wide variety of accounting procedures and internal controls. Work involves multiple/changing priorities and time sensitive/confidential information.

The work involves recording financial transactions that accurately reflect the financial position of the billeting fund and to provide the basis for sound, accurate interpretation and advice to management regarding accounting and financial statements. Work directly impacts the financial status and records of the activity, as well as the financial decision making process.

FACTOR 5. SCOPE AND EFFECT

The incumbent will be relied upon to provide accurate payment of personnel, purchases and services.

FACTOR 6. PERSONAL CONTACTS

Contacts can include guests, other staff members, other installation staff, Defense Finance Accounting Service (DFAS) staff, vendors, Navy Personnel Command staff and NAVFAC Bachelor Housing staff.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to obtain information or clarify data with regard to vendor payments, electronic funds transfer payments, payroll documents, financial operations and administration.

FACTOR 8. PHYSICAL DEMANDS

This position is basically and primarily sedentary. Must be able to file and retrieve documents from filing cabinets up to shoulder level. Assist with packing, filing and retrieving files weighing up to 30 pounds.

FACTOR 9. WORKING ENVIRONMENT

Work is performed indoors in areas that normally have adequate heat, light and ventilation.

SPECIAL REQUIREMENTS

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.