

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70040	FLSA	<input checked="" type="checkbox"/>	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSR – Resources Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE ACCOUNTING TECHNICIAN	4. CLASSIFICATION NF-0525-III	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE Updated 17 May 10
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DUTIES AND RESPONSIBILITIES

Performs a full range of accounting duties using double-entry accrual accounting methods. Classifies and verifies a wide variety of accounting documents in order to assure their mathematical correctness, completeness of information, and to prepare control sheets with appropriate accounting codes. Maintains double-entry bookkeeping journals and subsidiary ledgers, posting entries to establish accounts. Prepares monthly balances, reconciles accounts, and transcribes to general ledger for closeout of all accounts. Traces discrepancies, if necessary, to posting documents, computes operational expenses incurred by individual activities for accounting services provided, and assigns charges appropriately. Reports prepared may include profit and loss statements, financial statements, and miscellaneous financial reporting data. Performs other related duties as assigned.

QUALIFICATIONS

Must have experience in work which provided comprehensive knowledge of fund accounting methods, procedures, and techniques used in maintaining and analyzing all classes of accounts in accounting system encompassing a number of diversified activities; ability to prepare financial settlements and reports. Knowledge and understanding of the regulations, guides and precedents sufficient to interpret and apply them in a variety of accounting situations. Knowledge of the accounting system sufficient to flow individual funds and specific monies from initiation through expenditure stages in order to trace discrepancies in the system. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS

Must be able to appropriately perform the duties and responsibilities listed above. Work is reviewed in terms of accuracy, quality, quantity, timeliness, responsiveness, and usefulness of data presented. Provides and presents well-prepared information in a clear, concise, and professional manner. Must be courteous and exercise tact in dealing with management, other employees & the public. Must show willingness and ability to learn on the job. No more than two discrepancies in financial reporting responsibilities per quarter. Must adhere to all fire, safety, and security standards.

TRAINING

All formal and informal training as deemed necessary by the supervisor. May include classroom, textbook, video, online, and/or on-the-job training. Work/training may occasionally require travel away from the normal duty station for weeks at a time.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  61 FSS/FSR Supervisory Accounting Technician	DATE 29 May 2018
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