

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70044	FLSA	<input checked="" type="checkbox"/>	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSVL – Lodging
			EXEMPT	Los Angeles AFB, CA

3. POSITION TITLE ACCOUNTING TECHNICIAN	4. CLASSIFICATION NF-0525-III	5. CLASSIFIED BY HQ AFSVA/SVXHR	6. DATE 08 Apr 08
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DUTIES AND RESPONSIBILITIES

This position provides general office and financial support to lodging management for lodging operations with 114 or less bed spaces. Performs various management support functions to include preparing general correspondence and budget submissions. Processes all purchase orders and receiving reports in internet based purchasing software. Monitors current projects to ensure delivery of items on order. Prepares lodging time records for payroll processing and assists with payroll discrepancies; tracks labor hours to ensure compliance with Air Force Guidance. Approving official for NAF Government Purchase card (NAF GPC)/Purchase Card (P-Card) Program. Reviews night audit reports and resolves out-of-balance accounts or reports. Works with Guest Service Representatives to fix posting errors. Works directly with guest or unit in collecting fees. Prepares bills. Answers Guest Folio phone inquiries and follow ups. Calls and/or mails correspondence to customers as necessary in order to update accounts. Conducts research to assist NAF Accounting Office (AO) in balancing accounts receivable. Prepares monthly surcharge calculation. Processes daily credit card deposits. Reviews NAF-T reports. Controls petty cash fund. Designated records custodian of lodging files and ADPE. Serves as back-up administrator for the lodging automated data system. Adds, deletes or updates user codes as needed. Adds reports or batches as needed. Updates contract-lodging codes. Updates rates. Adds or changes transaction codes as needed. Coordinates room code changes through AFSVA. Able to verify back ups of the database are occurring successfully (both SQL and tape). Oversees lodging awards program as directed by management, scheduling team socials and working with section manager for appropriate activities. Commercial Hotel liaison. (Continued)

QUALIFICATIONS

Knowledge of the property management system, sufficient to follow individual funds and specific monies from initiation through expenditure stages to trace discrepancies in the system. Knowledge in the operation of a word processing and accounts receivable program to perform basic functions and print a variety of standardized forms, reports, etc. Requires knowledge of account relationships and relationships with other accounts within the system in order to perform extensive balancing and reconciling of detail and summary accounts. Ability to read, analyze, and interpret technical procedures, or governmental regulation. Ability to write reports, business correspondence, and procedure manuals. Must be computer proficient in standard office software. Ability to effectively present information and respond to questions from group and managers, customers, and general public. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to read, speak, and write English. Basic knowledge of AF Inns NAF and APF budget required. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS

Reports consistently reflect accurate records of all transactions. Maintains supporting documentation files according to regulatory requirements. Updates file system to enable quick and efficient retrieval of information. Safeguards petty cash funds, reconciling fund account as transactions are completed. Promptly resolves telephone system problems, elevating irresolvable problems to supervisor. Provides well-developed budget documents and administrative packages/letters/forms as assigned by the supervisor. Performance is evaluated in terms of implementation of Air Force Lodging's standard training program and expansion to specific local needs. Works under the general supervision of the Lodging Manager or Assistant Manager who establishes broad program goals; however, routine work is performed independently.
(continued)

TRAINING

Attends all formal and informal training applicable to this position deemed necessary by the supervisor. Must complete the web-based training selected for this position by the AFSVA. Attends all formal and informal training applicable to this position deemed necessary by the supervisor. Must complete the CHT within 12 months of accepting this position.

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 	DATE 28 March 17
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ACCOUNTING TECHNICIAN (TRAINER), NF-0525-III

DUTIES AND RESPONSIBILITIES CONT:

Responsible for monitoring lodging's hospitality training and development programs in accordance with Air Force Lodging standards. Tracks courses required to maintain or earn hospitality certifications which meets Lodging program objectives. Works with section supervisors to determine training needs. Coordinates with the Services training staff for opportunities and creates training calendars for all lodging employees. Schedules employees for training classes and communicates with appropriate managers to ensure employee attendance. Oversees small study groups or self-directed studies as needed to complete lodging courses. Coordinates with Lodging Manager and Assistant Manager to establish and maintain budgets for staff development, incentives and recognition items. Ensures completion of all hospitality training required for certification with the Educational Institute. Coordinates with the Educational Institute to obtain training dates, materials, and instruction plans. Conducts quarterly or other training record reviews and briefs results to lodging management. Assists management with tracking Customer Service trends. Monitors customer feedback and comment cards and schedules remedial or additional training for lodging staff as appropriate. Under direction of management develops schedule to ensure the quality assurance evaluation program is conducted in accordance with AF standards. Responsible for overseeing lodging specific new employee training and regularly briefs lodging management on course schedule, expectations and solicits presenters. Watches and reviews processes and performance in the workplace and adjusts staff development program to address any performance shortcomings noted. Forwards list of complete training and staff development to supervisors so their AF Form 623 or AF Form 971 is documented. Performs additional duties as assigned.

PERFORMANCE STANDARDS CONT:

Must produce training schedules within established timeframes and budgets and ensure that lodging training needs are met. Assists supervisors to ensure training plans are developed according to analysis of tasks and standards and ensures compliance with Innkeeper, Air Force Golden Eagle and other operational standards. AF Inns standard training is the minimum measure. Use QAE findings and Customer Feedback to supplement training needs. Positive working relations with all lodging departments is vital to ensure employee access to scheduling and training. An active certification program is mandatory and regular reports and measures will be provided to the Lodging Manager and Assistant Lodging Manager semi-annually to enhance staff development.

CLASSIFICATION EVALUATION REPORT
Accounting Technician (Trainer), NF-0525-II

CLASSIFICATION REFERENCE:

Job Family Classification Standard for Clerical and Technical Accounting and Budget Work, GS-0500.

Attachment 9, AFMAN 34-310

1. **Background:** The primary purpose of this position is to provide general office and financial support to lodging management.

2. **Title, Series and Grade Determination:**

Series Determination: The work performed is in the 0525 series. This position performs a full range of accounting duties for transactions involving funds for on-base lodging and commercial lodging. These duties require a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification and maintenance of accounts and accounting data. They are also responsible for monitoring the lodging hospitality training and development programs. The qualification requirements of the position require knowledge of account relationships and relationships with other accounts within the system in order to perform extensive balancing and reconciling of detail and summary accounts. The qualifications related to the training duties of the position are not the primary source of recruitment for the position therefore the appropriate series for the position is 0525.

Title Determination: Titles are not specified for positions classified to the 0525 series. Positions graded GS-5 and below should have a *Technician* title. Although the position does provide accounting support for lodging, they also perform training duties such as creating staff development programs and scheduling employees for training classes, and these duties are grade controlling. The selected titling for the position is *Accounting Technician*

Grade Determination:

This position involves performing different kinds and levels of work that, when separately evaluated in terms of duties, responsibilities, and qualifications required, are at different grade levels. The proper grade is determined by evaluation of the regularly assigned work which is paramount in the position. In most instances the highest level work assigned to and performed by the employee for the majority of time is grade-determining. When the highest level of work is a smaller portion of the job, it may be grade-controlling only if:

- The work is officially assigned to the position on a regular and continuing basis;
- It is a significant and substantial part of the overall position (i.e., occupying at least 25 percent of the employee's time); and
- The higher level knowledge and skills needed to perform the work would be required in recruiting for the position if it became vacant.

Work which is temporary or short-term, carried only in the absence of another employee, performed under closer than normal supervision, or assigned solely for the pose of training an employee for higher level work cannot be considered paramount for grade level purposes. Assignment of work that results in a higher grade based on duties performed less than a majority of time generally is not efficient or cost-effective.

The combination of duties and responsibilities for the position include work at both the NF-II and NF-III grade level. When considering the nature of assignment and level of responsibility, the

position is properly classified at the NF-III grade level. They independently serve as a subject matter expert in accounting and lodging training area, they review applicable regulations and directive to determine appropriate actions to take or recommend. The position also gathers, monitors and maintains training data reports, and responds to inquiries. The incumbent uses their own initiative to resolve problems and conflicts.

Grade comparison indicates GS-7 is equivalent to NF-III

3. **Final Classification:** Accounting Technician, NF-0525-III

CLASSIFIED BY HO AFSVA/SVXHR Apr 08