



Navy Region Europe, Africa, Central  
NAF Human Resources  
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\*\*\*\*AMENDMENT\*\*\*\*AMENDMENT\*\*\*\*AMENDMENT\*\*\*\*AMENDMENT

**VACANCY ANNOUNCEMENT  
NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO.** 23-082RR  
**POSITION TITLE** **FINANCIAL TECHNICIAN**  
Ua-0503-03  
**SALARY** Ua-03 Euro 2,489.98 - Euro 2,764.36 per month plus applicable allowances  
**EMPLOYMENT CATEGORY** **Temporary Full-Time**  
**LOCATION** Fleet and Family Readiness Program, NAF Region  
Business Office, Navy Region Africa Central, Naples, Italy.  
**AREA OF CONSIDERATION** Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.  
**OPENING DATE** **07 Jun 2023**  
**CLOSING DATE** **19 Jun 2023**

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**INTRODUCTION:** This position is located in the Non Appropriated fund (NAF) Regional Business Office, (NRBO). The primary purpose of this position is to perform all aspects of financial management for assigned programs by accomplishing a wide variety of assignments concerned with effective management of program resources as they relate to the execution of the mission, function and tasks of the department. Tasks include but are not limited to account maintenance technical work in support of the receipt, disbursement, examinations, deposit and custody of cash items and work consisting of examination of documents for accuracy, adequacy of documentation and compliance with regulations for goods and services provided

**DUTIES AND RESPONSIBILITIES:**

Maintains and reconciles budget and accounting records by implementing principles of accounting and double entry bookkeeping. These records consist of various journals and general ledgers, including numerous asset accounts, liability accounts, and operating accounts. These also include purchase orders, daily activity record summaries (DARS), transfer documents, merchandise and consumable inventories, general journal vouchers and accrual journal vouchers. Liquidates obligations upon notification of receipt of goods or services ordered. Prepares appropriate documentation, assigns appropriate account codes and enters data into general ledger system. Maintains files of all source documents, correspondence and messages pertaining to financial records and accounting data. Types all necessary reports, documents, and memorandum as required. Prepares vendor invoices and other fiscal items for payment. Verifies amount shown on documents with original obligation document. Notes discrepancies and follows up with vendor or receiving department to clarify and correct discrepancy Prepares monthly reconciliation and adjustment of accounts including applied costs and net obligation, accrued services and undelivered orders with general ledger control account, unpaid files on prior year appropriations, work in progress, and purchase options.

**QUALIFICATION REQUIREMENTS:**

**Applicants must meet Specialized Experience or Education requirements as described below:**

**EXPERIENCE- Ua-03: One (1) year of specialized experience equivalent to at least the Ua-04 grade level is required.**

**Specialized Experience is experience that equipped the applicant with the particular competencies, knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.**

**OR**

**One (1) full year of graduate level education above “Laurea”. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.**

**KNOWLEDGE REQUIRED BY POSITION:**

- 1. Knowledge of the relationship between accounts to understand the effect of debit and credit entries on the system of accounts and on the general ledger.**
- 2. Knowledge of the automated accounting system reports and cost files as related to orders received.**
- 3. Knowledge of a variety of procurement transactions and documents, accounting symbolic codes, account structures and procedures for setting up and liquidating obligations**
- 4. Knowledge of procedures used to enter, modify, retrieve and delete information in an automated general ledger system.**

**HOW TO APPLY:**

**Application MAY ONLY BE SUBMITTED VIA E-MAIL. NAF HRO will NOT accept ‘hard copy’ applications. Submit your application to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil)**

**Please read the Instructions by clicking on the following link, before submitting your application**  
**[https://www.cnic.navy.mil/regions/cnreurafcnt/about/job\\_openings/naf\\_positions.html](https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/naf_positions.html)**

**The new application form may be downloaded from:**

**[https://cnreurafcnt.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local\\_National\\_Vacancies/Forms/LN%20APPLICATION%20FORM%20NAPLES%20Rev%201%20Nov%202022.pdf?ver=QMCA3StFtB0gitGAnMdI3Q%3d%3d](https://cnreurafcnt.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/Local_National_Vacancies/Forms/LN%20APPLICATION%20FORM%20NAPLES%20Rev%201%20Nov%202022.pdf?ver=QMCA3StFtB0gitGAnMdI3Q%3d%3d)**

**Effective Apr. 1, 2009, all Local Nationals citizens applying for temporary positions are required to complete and submit, in addition to the LN Application Form, the following form:**

**Form for Temporary Employment:**

**[https://cnreurafcnt.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/NAF\\_Positions/Forms/Temp%20Pos.pdf?ver=036yegwqlR03yv4UeQfzuw%3d%3d](https://cnreurafcnt.cnic.navy.mil/Portals/78/CNREURAFCENT/Documents/NAF_Positions/Forms/Temp%20Pos.pdf?ver=036yegwqlR03yv4UeQfzuw%3d%3d)**

**[https://www.cnic.navy.mil/regions/cnreurafcnt/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html)**

**The application form and instructions on how to apply have been revised as of 1 November 2022.**

**Applications that do not conform to the revised instructions will not be considered.**

**Any prior editions will be obsolete and will no longer be considered.**

**The subject line of your email MUST contain the vacancy announcement number and title (e.g. 23-000, Financial Tech);**

**Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are NOT necessary and must not be sent);**

**The email and the attached application cannot exceed a maximum of 10MB;**

**Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.**