



JOB TITLE	Program Analyst
AGENCY	Commander, Navy Installations Command
BRANCH	N92 Fleet Readiness
JOB ANNOUNCEMENT NUMBER	FFR17-0468
SALARY RANGE	\$51,000.00 - \$60,000.00 Yearly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Friday, June 30, 2017
CLOSING DATE	Friday, July 7, 2017
SERIES & GRADE	NF-0343-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Yokosuka, Japan
WHO MAY APPLY	Local commuting area to include Seeking SOFA Sponsorship

JOB SUMMARY

This position is assigned to the Fleet Readiness Division; Morale, Welfare and Recreation Department; Commander, Fleet Activities; Yokosuka, Japan. The purpose of this position is to perform a variety of administrative functions which includes budget administration, staff advisory analysis, daily technical operations, and general administrative support for the Installation Fleet Readiness program.

DUTIES AND RESPONSIBILITIES

Performs a variety of technical work involved in the study, analysis, evaluation, development or improvement of managerial policies, practices, methods and procedures as assigned. Reviews and processes financial documents to ensure proper cost center, authorized approval, appropriate account numbers, and all supporting documents are submitted in a timely manner to the Installation and/or Region Accounting Office. Reviews financial statements at month end to ensure accuracy of account balances and compliance with current policies and procedures. Reviews capital improvement and maintenance projects to ensure completion, sufficient cash is restricted, all work is appropriately invoiced and the value of the projects is properly entered into Systems Applications and Products (SAP) program and captured for depreciation. Conducts detailed financial forecast reviews and other related studies designed to improve the effectiveness of management support functions keeping director/deputy informed of trends, etc. Advises the Fleet Readiness Director of processes requiring new or substantially modified work methods, procedures, systems, structures, etc., due to mission and function changes, regulatory directives, resource guidance, technological advances, efficiency proposals, and similar changes. Develops and presents resulting proposals which represent significant departures from established work practices, methods, processes or procedures. Prepares and briefs analytical findings, recommendations and program management. Participates in management surveys which typically encompass major segments of Fleet Readiness operations. Applies various techniques in analyzing and processing financial and organizational trends, work methods, Fleet Readiness program evaluations and record management. Evaluates the validity and practicability of work methods and standards, impact of higher headquarters requirements on program operations, financial stability and/or structures and develops data to support the most efficient organization. Prepares preliminary reports recommending more economical and efficient alternatives and finalizes reports. Coordinates and prepares annual budget submission, special project requests, equipment, grants, and etc., for the continued operation of the Fleet Readiness program. Revises the original budget submittal in accordance with changes required by higher authority. Maintains the property records for the Installation to include all appropriated fund (APF) and non-appropriated fund (NAF) property. Maintains oversight of proper procurement and disposal of all equipment according to established regional and Commander, Navy Installations Command (CNIC) policies to include transfer, disposal, and disposition through the Defense Reutilization and Marketing Office (DRMO) process. Coordinates and prepares audit report responses, explaining program deficiencies and disclosing problem areas of significant complexity for director/deputy director's review. Works closely with individual responsible for audit and outside oversight, Fleet Readiness staff and Division Heads. Administers the Fleet Readiness Terminal Area Security Officer (TASO) program to include System Authorization Access Request (SAAR) submissions, trouble tickets, credit card machines, point of sale, Child & Youth Management System (CYMS), Rec Trac, and other related Information

Technology (IT) issues.

QUALIFICATIONS REQUIRED

Ability to apply principles, methods and techniques used in financial management which includes but is not limited to budgeting, double entry accounting, fixed assets, resale, monthly reconciliation and financial management reporting with an automated accounting system.

Knowledge and skill in use of AIMS/SAP (Accounting Information Management System/Systems Applications and Products) automated accounting system is strongly preferred.

Ability to develop, apply and adjust complex APF and NAF financial plans and policies to attain Fleet Readiness program objectives.

Ability to use basic computer software such as; Microsoft Word, Excel and Power Point and have a working knowledge of automated property management system(s).

Knowledge of IT systems as it relates to supporting Fleet Readiness programs and coordination with the Installation Chief Information Officer (CIO) /N6 Office.

Knowledge of Fleet Readiness policies and standards including safety, environmental and fire prevention regulations and practices.

Knowledge of agency management procedures and general business practices related to the management and utilization of government facilities.

Skilled in developing directives, instructions, and procedures concerning the execution of Fleet Readiness programs; conducting inspections and audits to identify program efficiencies; determining the impact of repairs, improvements, or other corrective measures; and coordinating and scheduling or implementing the work with other organizational activities.

Knowledge of agency cost and funding control procedures and skill in the maintenance and control of expenditures to assure limitations are observed.

Skilled in customer service techniques, tact and good judgment.

Ability to demonstrate excellent communication skills and must possess fluent command of the English language, understand and use proper grammar, and be able to communicate clearly and effectively with all levels of the organization, both verbally and in writing.

CONDITION OF EMPLOYMENT

This position may be designated ALPHA personnel for inclement weather or in the interest of national security and incumbent may be required to report for work when other employees are excused.

Must have or be able to obtain and maintain a valid state driver's license.

Must have or be able to obtain and maintain a Secret Security Clearance.

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: CNRJ NAF Human Resources Office, Building 1559, in Room 225.

Or send via email to: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwr.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume or NAF Application
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.