

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20123	FLSA		NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSR – Resources Los Angeles AFB, CA
		X	EXEMPT	
3. POSITION TITLE SUPERVISORY ACCOUNTING TECHNICIAN		4. CLASSIFICATION NF-0501-IV		5. CLASSIFIED BY Elena G. Andrade 61 FSS/FSMH
				6. DATE 20150714

DUTIES AND RESPONSIBILITIES

Serves as the NAF Accounting Office (NAF AO) Manager. Independently performs a variety of financial management assignments related to the receipt, disbursement, accounting for, and safeguarding of funds in accordance with established principles, statutes, and policies. Serves as the Resource Manager providing fiscal oversight, analysis, and advisory services for the operational budget and both appropriated and non-appropriated (NAF) fund activities within the Force Support Squadron. Serves as the NAF Accounting Office (NAF AO) Manager. Manages, supervises, or performs accounting work involved in the design, development, test and evaluation of accounting systems and procedures; prepares, examines and analyzes accounting data and reports; and provides accounting advice and assistance pertaining to NAF financial functions. Receives and reviews source documents and classifies accounting transactions; processes paperwork for follow-up action. Certifies funds availability. Maintains and reconciles accounts, closes accounts, prepares balance sheets and financial statements. Manages, supervises, or performs work involved with payroll; the negotiation, award, administration and termination of contracts, and in the purchase of supplies, services, construction or research and development using the formal advertising or negotiation method; the evaluation of contract/price/cost proposals; and in the development of policies and procedures. Plans, schedules, and sets priorities for the work of subordinates; assigns, directs and reviews their work, ensuring that it is accomplished in accordance with appropriate regulations and standards, and within established time frames. Performs first level supervisory personnel management responsibilities including developing performance standards; managing performance through appraisals, continuous feedback and corrective action; initiating disciplinary actions; and managing leave in accordance with regulations and established procedures. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Supports the agency's Equal Employment Opportunity program. Discharges security, safety and health responsibilities. Performs accounting functions for all NAF resale inventories. Processes and monitors slow moving and dead stock item report at least quarterly for review by activity managers. Maintains inventory subsystem, processes inventory transactions, completes inventory reconciliation.

QUALIFICATIONS

Must have knowledge of the concepts, theories, principles and practices of general and cost accounting; auditing, taxation, budgeting and analysis of financial statements; understanding of legal principles that govern financial transactions and relationships; and of accounting files, listings, and document control systems as well as the relationship between accounts. Knowledge of procurement actions to include purchase requests, bids, purchase orders, contracts, and monitoring contract compliance; and of procurement terminology, documents and procedures. Knowledge of, and ability to implement, sound personnel management policies, practices and procedures including EEO. Ability to supervise others and to lead. Must be able to communicate effectively both orally and in writing. Must be able to read, write and speak English. Subject to satisfactory completion and maintenance of an Access National Agency Check plus written Inquiries and Credit Check (ANACI).

PERFORMANCE STANDARDS

Performance is based on regulatory compliance and results achieved. Ensures financial statements are balanced and accurate each month and that accounting system deadlines are met. Ensures that EEO concepts are applied, and that an appropriate work environment is maintained. Plans and assigns work to subordinates to effectively accomplish the objectives of the mission. Strictly adheres to detailed accounting manuals and regulations. Must be courteous and exercise tact and diplomacy when dealing with customers and staff. Must work with other sections to ensure financial operations effectively complement or add to the organization's programs and/or mission requirements. Recommendations must be thoroughly researched and analyzed to ensure all issues are properly addressed. Must maintain cooperative and harmonious working relationships with other staff members and show willingness to learn on the job.

TRAINING

All formal and informal training applicable to this position as deemed necessary by the supervisor.

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
Director, 61 FSS	