

米海軍沖繩空席広報 US NAVY OKINAWA VACANCY ANNOUNCEMENT		広報番号 : Announcement No.	OKI-USNH-037-24
		募集締切日: Closing Date	27 Jun 2024
		発行日: Date of Issue	21 Jun 2024
1. 職名, 職番, 等級, 語学能力級 (LPL), 給与表 (BWT) Job Title, Job No., Grade, LPL, Basic Wage Table (BWT): <div style="text-align: center;"> Accounting Technician, #0007 (会計事務職) </div> 目標等級/語学能力級 Target Grade & Language Proficiency Level (LPL): 等級 Grade-4 語学能力級 LPL-2 採用可能見習い等級/語学能力級 Acceptable Trainee level: N/A <input checked="" type="checkbox"/> 事務系(BWT -1) <input type="checkbox"/> 技能系(BWT-2) <input type="checkbox"/> 保安系(BWT-3) <input type="checkbox"/> 医療系(BWT-5,6) Administrative Blue Collar Trade Security Medical	募集人数 No. of Recruitment <div style="text-align: center; font-size: 24pt;"> 1 </div> 名	4. 募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> LMO 沖縄案内 LMO Okinawa Referral	
2. 部隊 Activity DHA, U.S. Naval Hospital, Okinawa Directorate for Resources Financial Resources 勤務場所 Working Place: Camp Foster	5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)		
3. 勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0715-1615/Recess: 1115-1215 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties Processes various forms of payment from patients and insurance companies for accounts receivable, including checks, credit/debit cards, and electronic transactions. Independently validates and accurately records each transaction, reconciles accounts, and handles overpayments, refunds, and verifications in a timely manner. Determine appropriate financial system(s) to access and verify payments received prior to posting in accounting systems. Ensures reconciliation is complete and accurate of account transactions. Responsible for entering/uploading patient charge information into various financial systems. Receives and validates mail check log with payments, signs and dates excel daily log. Validates all checks on excel daily log are posted and deposited. Runs reports as necessary to identify electronic payments and payment errors. Maintains vault records, archive records, and security log. Receives and processes incoming and outgoing accounts receivable correspondence from in/outside of agency. Working knowledge of systems, system updates, and fiscal policy/procedure mandates. Includes coordination of daily/weekly deposits. Performs customer service functions with positive and professional demeanor. Functions include: answering phone, assisting front desk customers, answering UBO emails, and addressing customer questions/concerns/complaints in a timely manner. Assists supervisors with completing monthly reports by determine required financial data/report and extract, post, and input information in the system(s). 特別な職務状況 Outstanding Working condition, if any: N/A			

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in item #1.

1項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

- a. One year of clerical, technical, or administrative work experience in any field OR completion of 4-years college/university in any field.
- b. Knowledge of account receivable procedures (e.g., modification, adjustments, reconciliation).
- c. Knowledge of DoD financial accounting systems and databases.
- d. Knowledge of English terminology in medical and health insurance fields to resolve financial issues.
- e. Skills in examining, adjudicating, processing and analyzing billing practices.
- f. Skill in operating computers and use of office suite software such as Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, and other web-based software/systems.
- g. Ability to interpret and understand insurance reimbursement and administrative words and terminologies.
- h. Ability to communicate with customers with a professional and positive demeanor.
- i. Ability to communicate and coordinate with health care agencies and medical facilities.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

内部応募者（現 MLC/IHA 従業員）の下記必要書類は PDF, Excel (9 項参照), Word 形式で（添付ファイル数は 3 つまで）E メールでの提出（e-Application）となります。PDF, Excel, Word 形式以外のファイルは受け付けません。Current MLC/IHA employees must submit all required documents below in PDF, Excel (refer to item #9), Word Format (up to 3 attachments) by e-mail (e-Application). Files other than PDF, Excel, Word format are not acceptable.

応募書類提出方法は下記 9 項をご確認ください。See item #9 below for How to Submit Application Documents.

下記に示される必要書類の全てが揃っていない場合、若しくは下記 9 項の応募方法の指示通りにご応募頂けない場合、選考対象となりませんのでご注意ください。When all of required documents indicated below or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.

1. 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)
2. 専門職務経歴書 Resume of Specialized Work Experience
1 & 2 の記入は Complete in 日本語で Japanese 英語で English どちらでも Either
3. その他必要書類等 Other Required Documents（内部応募者は、下記にチェックマークで示される書類がある場合 1 つの添付ファイルにまとめてください。For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment）

運転免許証の写し Copy of Driver's License

修了証/証明書の写し Copy of Certificate

英語の能力を証明するものの写し。Certificate of English Proficiency

TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。

(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.

DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

(Retired military personnel or reservist are subject to obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered).

*資格要件審査に必要な応募書類ではありませんが、家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』を提出してください。（内部応募者は、上記 3 項のその他の必要書類とまとめて提出してください。）

The "Questionnaire on Relatives" is not a form essential in screening applicant's qualification. However, if you have any family/relatives who work at U.S. Navy base/facility in Japan, please submit this form. (For current MLC/IHA employees, please submit with the "Other Required Documents" in item#3 above.)

上記書式は以下の URL よりダウンロードできます。The above forms can be downloaded from;

<https://cnrj.cnic.navy.mil/Operations-and-Management/Human-Resources/MLC-IHA-HPT-Jobs/JN-Forms/>

9.応募書類提出方法 How to Submit Application Documents

上記必要提出物を以下の指示に従い、間違えの無いことを応募者ご本人の責任においてご確認のうえ提出して下さい。募集締切日必着。 Submit required application documents by ensuring to follow the instructions provided below at the responsibility of the applicant. Applications must be received by the closing date of the Vacancy Announcement.

米海軍 沖縄 OCHR 日本人雇用課 (HRO) の下記メールアドレス OCHR Human Resources Office (HRO) Okinawa e-mail address at :

applyokinawa@us.navy.mil

- * 現従業員からのご応募は、この宛先（アドレス）へEメールにて提出されたもの（e-Application）のみ受付ます。
 - ❖ この宛先は沖縄空席広報への応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください。
 - ❖ メールのサブジェクト（件名欄）には半角英数で空席広報番号を記載（必須）。件名欄に全角は一切使用しないで下さい。
 - ❖ 指定応募書類の求職者署名欄には氏名（フルネーム）をタイプしてください。
 - ❖ E-Application の受領確認に関するご質問、及び IT, OA の技術的なご質問には返答致しません。
- * **Current MLC/IHA (internal) employees, only those applications which are submitted to the above e-mail address (e-Application) will be accepted.**
 - ❖ The above e-mail address is only for submission of e-Applications for **the US Navy Okinawa Vacancy Announcements**. No response will be provided to inquiries made via this email address.
 - ❖ Enter vacancy announcement (VA) number in the “subject line” (title) of the e-mail submission.
 - ❖ For the “Applicant’s signature” block in the application form(s), type your full name.
 - ❖ No response will be provided to inquiries regarding receipt of your application or IT, OA technical questions.

*** 以下の指示通りにご応募頂けない場合、応募書類は選考対象となりませんのでご注意ください。**

- ❖ 添付ファイルは、一空席広報への応募募集につきひとつのメールにまとめて送付。
- ❖ ひとつのメールで複数の空席広報に応募された場合、そのメールに示された全ての応募が無効となります。
- ❖ 募集締切日（深夜2400時）必着。
- ❖ ファイル形式：PDF, Excel (Microsoft Excel で作成した拡張子 “.xlsx” の Excel ファイルのみ有効) , Word ファイルのみ有効。
- ❖ 添付ファイル数は3ファイルまで、計5メガバイト以内。3つを超える添付ファイル、若しく合計サイズが5メガバイトを超える場合、その応募は無効となります。
- ❖ ファイルはZip File 等に圧縮せずに送信。URL 参照とするなど、ウェブサイトから情報をダウンロードする形式での応募は無効となります。
- ❖ 添付ファイルは「判読可能」な解像度でご提出ください。解像度が低く、拡大しても書類の内容が確認出来ない場合は無効となります。
- ❖ 同一募集に対し「複数回答募」された場合は、締切内に届いた中で一番最後のメールを有効受付とします。
- ❖ 提出書類の差し替え、追加をご希望の際は、全ての書類を再送信してください。

*** When the following instructions are not followed, your e-Application will not be accepted nor considered for this position:**

- ❖ Only one e-Application per VA containing all file attachments will be accepted.
- ❖ Submission of one e-mail for multiple VAs will be considered as invalid application for all the VAs applied by the e-mail.
- ❖ The e-Application must reach the above e-mail address by 2400 (midnight) of the VA closing date.
- ❖ Only PDF, Excel (only those Excel files created by Microsoft Excel with extension, “.xlsx” are acceptable), Word files are accepted.
- ❖ Acceptable file attachments, up to 3 files and not to exceed 5 MB in total. E-Application containing more than 3 file attachments or more than 5 MB in total will not be accepted.
- ❖ Do not zip (compress) the files. Application referring to URL or requiring information to be downloaded from web site(s) is not accepted and will be considered as invalid application.
- ❖ Ensure that e-Application files are in the resolution so they are readable. Unreadable attachments are considered as invalid documents.
- ❖ Multiple submission for one VA, only the most recent submission before the closing date will be accepted.

If you wish to replace or submit additional document(s), resubmit your e-Application with all file attachments in one e-mail.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : HRD 軍電 (DSN) 646-9543

PD No.: DHA-08RA000-020	PD is accurate and current. Certified by Activity: SD. (06/21/24)	HRO: Rcvd6/21, kt6/21
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。
See the below for the English Language Proficiency Level (LPL) required of the position:

2016年2月8日前より継続雇用される現 MLC/IHA 従業員で、2016年2月8日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。