

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 70043	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 314 SVS/SVF Resource Management Flight NAF Accounting Section
			EXEMPT	

3. POSITION TITLE ACCOUNTING TECHNICIAN	4. CLASSIFICATION NF-0525-II	5. CLASSIFIED BY HQ AFSVA/SVXH	6. DATE 25 Feb 99
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DUTIES AND RESPONSIBILITIES

Applies official regulations to cash management and accountability. Performs double-entry accrual accounting functions. Examines, verifies, and analyzes a variety of documents to determine their mathematical correctness, validity, and clerical accuracy. Posts documents with supporting documentation, to appropriate accounting ledger or journal. Documents may include purchase orders, vouchers, IMPAC statements, personnel actions, property records, cashier reports, accounts payable, accounts receivable, banking, etc., which are complicated by discounts, partial payments, etc. Notifies supervisor of major discrepancies or problems found in vendor payments, cashier reports, accounts receivable records or collection actions. Prepares worksheets/reports, and statements, monthly, quarterly, and annually, reflecting the financial condition of activities serviced by the accounting unit. Maintains subsystems for assigned NAFI's. Operates a microcomputer, MIS, NAF Club Card system, and NAFMIS payroll system to include basic functions, which provide for entry and retrieval of data. Performs other related duties as assigned.

QUALIFICATIONS

Responsible for clerical or office work of any kind that demonstrates the ability to perform the duties of this position. Must have experience in work, which provided a knowledge of double entry accounting procedures and techniques; knowledge of procedures used to enter, modify, retrieve and delete information in an automated general ledger system; and the ability to analyze the interrelationship of accounts that are affected by varied transactions. Must be able to satisfactory complete NAC requirements.

PERFORMANCE STANDARDS

Must be courteous, cooperative and exercise diplomacy and tact when dealing with the public, activity personnel and other co-workers, having no more than two valid complaints per quarter. Must make efficient use of time and materials. Must be able to meet required deadlines. Cash handling procedures must be adhered to, with no more than 4 errors per month. Expected to adhere to fire, safety, and facility security regulations with no more than 1 violation per quarter. Must support the theme of loyalty and team player with co-workers and supervisors to assure a professional workplace.

TRAINING

All formal and informal training applicable to this position, to include; Newcomer's Orientation Training; ethical conduct, AFOSH, anti-robbery, bomb threat, building security, disaster preparedness, fire, manual lifting, OPSEC, resource protection, phone etiquette, sexual harassment and Total Quality Service (TQS). Also, any training deemed appropriate or required for performance of assigned duties.

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 ACCOUNTING MANAGER	DATE
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