

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20108	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSR – Resources Los Angeles AFB, CA	
			EXEMPT		
3. POSITION TITLE LEAD ACCOUNTING TECHNICIAN		4. CLASSIFICATION NF-0525-III		5. CLASSIFIED BY Elena Flores 61 FSS/FSMH	6. DATE 20121001

DUTIES AND RESPONSIBILITIES

Under direct supervision of the NAF Accounting Office (NAF AO) Manager, serves as Lead Accounting Technician. As a working leader, performs the following types of duties: Provides day-to-day advice and guidance to employees for work assignments; relays instructions from the supervisor for work assignments; gets the work started and sets the work pace; demonstrates work methods and provides work-related guidance; and ensures that employees follow security, safety and recreational guidelines. Assist in the day-to-day operations of the NAF Accounting Office to include a full range of accounting duties using double-entry accrual accounting methods. Classifies and verifies a wide variety of accounting documents in order to assure their mathematical correctness, completeness of information, and to prepare control sheets with appropriate accounting codes. Maintains double-entry bookkeeping journals and subsidiary ledgers, posting entries to establish accounts. Prepares monthly balances, reconciles accounts, and transcribes to general ledger for closeout of all accounts. Traces discrepancies, if necessary, to posting documents, computes operational expenses incurred by individual activities for accounting services provided, and assigns charges appropriately. Reports prepared may include profit and loss statements, financial statements, and miscellaneous financial reporting data. Trains activity personnel on proper completion of accounting documents or accounting programs and proper accounting entries required for varied situations. Works with various outside organizations to include vendors, individuals indebted to the organization, MAJCOM accounting staff and Agency accounting/computer staff. Computes operational expenses incurred by individual activities for accounting services provided. Adjusts daily procedures as regulations change. Processes Special, Morale and Welfare requests from outside organizations. Performs general miscellaneous accounting analysis as assigned. Continually reviews Air Force Instructions, Manuals and training aids to ensure proper accounting procedures are followed. Performs other related duties as assigned.

QUALIFICATIONS

Must have experience in work which provided comprehensive knowledge of fund accounting methods, procedures, and techniques used in maintaining and analyzing all classes of accounts in accounting system encompassing a number of diversified activities; ability to prepare financial settlements and reports. Knowledge and understanding of the regulations, guides and precedents sufficient to interpret and apply them in a variety of accounting situations. Knowledge of the accounting system sufficient to flow individual funds and specific monies from initiation through expenditure stages in order to trace discrepancies in the system. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI).

PERFORMANCE STANDARDS

Must be able to appropriately perform the duties and responsibilities listed above. Work is reviewed in terms of accuracy, quality, quantity, timeliness, responsiveness, and usefulness of data presented. Provides and presents well-prepared information in a clear, concise, and professional manner. Must be courteous and exercise tact in dealing with management, other employees & the public. Must show willingness and ability to learn on the job. No more than two discrepancies in financial reporting responsibilities per quarter. Must adhere to all fire, safety, and security standards.

TRAINING

All formal and informal training as deemed necessary by the supervisor. May include classroom, textbook, video, online, and/or on-the-job training. Work/training may occasionally require travel away from the normal duty station for weeks at a time.

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  61 FSS/FSR Supervisory Accounting Technician	DATE 27 Mar 17
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