

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY

COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX

SF-171, OF 612 or RESUME TO:

MORALE, WELFARE & RECREATION DEPARTMENT

NAVAL SUPPORT ACTIVITY WASHINGTON

NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX

2770 ENTERPRISE WAY, S.W., SUITE 106

WASHINGTON, D.C. 20373-5823

TEL. # (202) 433-0804

FAX # (202) 433-5045

POSITION: Central Cashier

NF-0530-02

REGULAR FULL -TIME

ANNOUNCEMENT #: 04-019

SALARY: \$9.00 - \$13.00

OPENING DATE: 06 APRIL 2004

CLOSING DATE: Open Until Filled

LOCATION: ACCOUNTING DEPARTMENT, FINANCE DIVISION, NAVAL SUPPORT
ACTIVITY WASHINGTON, WASHINGTON, D.C.

AREA OF CONSIDERATION: All qualified applicants within commuting
distance of Naval Support Activity Washington, Washington, D.C.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for collection, verification and deposit of cash receipts from MWR activities. Responsible for the MWR central change fund and petty cash fund. Performs audits, trains activity cashiers in proper cash handling, and performs surprise cash counts. Additional duties are assisting in Accounting as required.

QUALIFICATIONS:

Must have knowledge of basic cash processing procedures. Must be able to operate a calculator. Must be able to meet predetermined deadlines.

“The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.”