Accounting Clerk III in Port Hueneme, CA - $23.46 hr

Security Clearance: Applicant must hold an active Department of Defense (DoD) SECRET personnel security clearance

Responsibilities:
Provide general accounting, travel accounting, and administrative support services to the Naval Surface Warfare Center (NSWC), Port Hueneme Division, Comptroller Office. Examples of support provided include: Provide travel related support functions in the Employee Services Division of the Comptroller Department. Review travel authorizations and travel vouchers for accuracy. Resolve issues with travel and other related matters by providing customer support to departments/offices and other Comptroller Office personnel. Respond verbally and/or in writing to customer travel questions or concerns in a timely manner. Provide customer assistance with travel documents. Submit Defense Travel System (DTS) Help Tickets as required and follow up on resolutions. Update desk procedures, as needed.

Experience Requirements:
Minimum of three (3) years of directly-related work experience. Ideal experience will have been gained by providing similar accounting and defense travel services to a Department of Defense customer. Experience utilizing the Defense Travel System (DTS), and familiarity with the Joint Federal Travel Regulations (JFTR) are both highly desirable. Proficiency with Microsoft Word, Excel and PowerPoint is required. Navy Enterprise Resource Planning (NERP) experience, or experience utilizing another SAP product, is a plus. Candidate must also be able to multi-task, communicate effectively both orally and in writing; and be able to manage multiple deadlines. Education Requirements: Minimum requirements are a High School Diploma or GED. Additional education, such as an Associate degree in accounting or other related field, is a plus.

POC: James McCandless
Veteran Staffing Consultant
Work for Warriors
8450 Okinawa St
Sacramento, CA 95828
James.a.mccandless.ctr@mail.mil
916-854-1369