REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

03/08/04 Does not confer to Civil Service Status

POSITION: **Payroll Technician**
NF-0544-02/03
Salary: Negotiable

ANNOUNCEMENT# **SP 43-04**

LOCATION: MWR Dept., CAO/NSA
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open
NOTE: No relocation costs will be paid

(1) Position, Full-time
Direct Deposit of salary is a condition of employment

DUTIES: Performs routine payroll, timekeeping and administrative duties, including reconciliation of time cards, work schedules, leave slips, and w-4 forms. Ensures Personnel Action Reports (PARS) as provided by the Regional NAF Personnel Office for new hires, promotions, pay adjustment, name changes, suspensions and all forms of separations including retirements, disabilities, and terminations are processed within regulations and appropriate time frames. Performs the keying and transmittal of payroll data via computer. Compares payroll checks with submitted time sheets for accuracy prior to distribution. Prepares bi-weekly payroll summaries for each activity itemizing gross wages, deductions, etc. Inputs corrections to previous payrolls as indicated. Responsible for bi-weekly downloads of payroll summary and check listing for input into the Blas system and related data entry as assigned. Inputs periodic across-the-board increases as determined by wage surveys, COLA's, and locality pay as directed. Processes garnishments, child support orders, and court ordered benefit enrollments for dependent minors in accordance with Federal and State requirements. Prepares wage verifications required by city, state, or federal agencies, which include Virginia Employment Commission, Social Services, child support enforcement, workers comp, etc. Compiles bi-weekly documentation in anticipation of quarterly tax reports with yearend results. Maintains information regarding all employees that are in excess 240 annual leave hours prior to end of calendar year. Researches and prepares statistical reports concerning wages including furnishing figures to site's for yearly NAFI operating budget. Performs other related duties as assigned.

QUALIFICATIONS: A thorough knowledge of payroll policies and pay actions is necessary, to include knowledge of current policy regarding personnel actions, current regulations regarding pay, leave, differentials, and legal deductions, garnishments, child support orders and verification procedures. Knowledge of BUPERS computerized payroll system is required and knowledge of word processing and spreadsheet software is strongly preferred. Incumbent must also possess the skill of a qualified typist, the ability to use a 10 key calculator with speed and accuracy, good verbal and written communication skills, and good customer service skills. Work can be pressured due to necessary deadlines and time limitations to process and transmit payroll. Must be able to handle multiple priorities and sensitive material with speed, accuracy, and maintain strict confidentiality. **"Incumbent must be able to work an irregular tour of duty as needed to ensure timely processing and transmission of the payroll."**

~FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

~NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

~EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

~MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment pplication.

~VETERAN: Attach copy of DD214

~INVOLUNTARILY SEPARATED MIITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

~ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal 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 factors."

Web Site: www.nsa-norva.navy.mil **JOBS Line: 440-JOBS (5627)**