

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Budget Administrator 1

ANNOUNCEMENT NO. 025-2016

SALARY: AS-620 / Minimum \$44,450 / Maximum \$93,517 Annual Salary

LOCATION: Headquarters, LA Military Department, Gillis W. Long Center, Carville, Louisiana

OPEN: 31 March 2016

CLOSE: 08 April 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Bachelor's degree preferred with concentration in areas of accounting, auditing, budgeting, purchasing, human resource, planning, research, and analysis or financial services. Minimum 9 hours college credits in accounting. Three (3) hours for each year of experience in a business related field can be substituted to meet requirements. Experience with Performance Based Budgeting and Accounting Principles preferred. Overall knowledge of Federal/State cooperative agreements. Prefer experience with ISIS, LaGov ERP or comparable financial/purchasing/contracting systems. Prefer experience with Business Objects/ZABO adhoc reporting system. Must be computer literate and trained for Microsoft (MS) Windows/MS Office Suite (Outlook, Word, Excel, Powerpoint and Access). Must be available for travel.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel will be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION/OVERVIEW: Provide technical assistance to Deputy Director and Director, Louisiana State Military Department (LMD) in areas of budgeting, finance, funding allocation and internal controls. Responsible for LMD Budget Section administrative duties to include staff supervision, time and attendance approval, coordination of training, conduct Performance Reviews, etc. Provide direct interface with State agencies/departments/legislators to include the Office of Planning & Budget (OPB), Fiscal Legislative Office (FLO), Division of Administration (DOA), Senate and House Finance Committees, Office of Statewide Reporting and Accounting Policy (OSRAP), and Office of State Treasurer (OST). Provide budgetary information to various Committees/Representatives as required. Provides direct interface with Federal entities to include United States Property & Fiscal Office (USPFO), Grants Officer Representative (GOR), and Program Managers on cooperative agreements, funding levels and reconciliations. Prepare the agency's State Budget Request and Addenda annually. Coordinate all requirements to develop the Total Budget Request package. Provide input for the Agency's Strategic and Operational Plan to ensure the plans align with budget requirements. Approve agency's quarterly performance information in Louisiana Performance Accountability System (LaPAS). Provide monthly and yearly revenue/spending patterns used in management's decision-making process. Provide execution recommendations to include reductions, allocations, realignments, etc. to Deputy Directors and Directors as required. Prepare Cash Carryforward and Mid-Year Budget Adjustments (BA-7) and Interim Emergency Board requests for approval of the Office of Planning and Budget and/or Joint Legislative Budget on Committee (JLCB). Prepare realignment EB/RBs for OPB approval. Review/approve budgetary section of BA-22s required by the Office of Contractual Review and OPB for State contracts. Provide cursory review of monthly operations to ensure proper transactions have taken place. Coordinate corrective actions with purchasing agents, budget techs and fiscal techs. Functions as the Agency ISIS Security Administrator. Maintains master organizational coding structure and notifies key personnel of updates. Monitor/supervise the database maintenance and distribution of the Encumbrance-Transactions Database and monthly reports. Monitor/supervise the development/maintenance of the Spending Execution Plan documents. Monitors/supervises the database maintenance of bi-weekly/off-cycle Payroll Database and distribution of payroll information. Conduct/lead Program Budget Advisory Committee (PBACs) meetings, Encumbrance Scrub meetings, staff meetings, training workshops, etc. Assist the Fiscal Section with annual fiscal close and Annual Fiscal Report (AFR). Assist w/ ISIS - ERP conversion. Assist with providing/validating information for Legislative Audits. Assist with HR reports. As directed, reports to Emergency Operations Center during emergency missions - create and distribute coding guidance for each event to include distribution of memorandums from Division of Administration providing State tracking guidance; monitor budget to ensure availability of authority to accommodate emergency expenditures/revenues; coordinate and request extended ISIS hours to accommodate emergency operations processes. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Carol Hadley
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