

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant (Fiscal Technician) -\*Part-Time  
#50312479

**ANNOUNCEMENT NO.** 031-2016

**SALARY:** AS-613 / \$13.30 hourly

**LOCATION:** YCP-GL, Youth Challenge Program, Gillis W. Long Center, Carville, Louisiana

**OPEN:** 14 April 2016

**CLOSE:** 27 April 2016

*\*Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

**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:** Experience in financial management. Excellent analytical and organizational skills. Excellent verbal and written communications skills. Knowledge of computer applications to include Microsoft Office Programs with expertise in Excel. Willingness to follow recommended procedures, be honest, have patience, good people skills and be a team player.

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:** Primary Advisor to the Executive Level pertaining to Budget issues. Make data and budget/funding submittals to NG-AY-J1 to meet Cooperative Agreement required deadlines and requests for data. Provide current financial stats and projected financial data when necessary, to include electronic data interchange. Prepare financial statements, business activity reports and forecasts. Monitor financial details to ensure that legal requirements are met. Examine financial statements to ensure that they are accurate and comply with laws and regulations. Perform advanced accounting requests for program director. Make necessary decisions to implement fiscal requirements based on current dynamics. Guide and assist program Directors, Deputy Directors, and Budget Officers with fiscal changes. Suggest ways to reduce costs, enhance revenue, and improve efficiency. Act in such a manner as to make a positive “first” impression for the Louisiana Educational Programs. Carry out administrative policies and rules governing staff. Attend professional meetings, conferences, and workshops in order to maintain and improve professional competence. Follow departmental dress code and report to work in professional harmony with administrators, co-workers, and visiting staff, evidenced by constructive interaction. Work cooperatively with program Directors, Deputy Directors, and Budget Technician at individual program sites. Communicate budget status between NG-AY-J1, United States Property and Fiscal Officer, Grants Officer Representative. Observe and assist in the day-to-day tasks related to the budget process tracking Federal and State funding and assist in YCP budget development. Must attend all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment. 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. Cedina Whicker  
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