

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Accounts Receivable) #134307

ANNOUNCEMENT NO. 039-2016

SALARY: AS-616 / Minimum \$33,904 / Maximum \$71,344 Annual Salary

LOCATION: LA Military Department, Fiscal (LMD-F), Jackson Barracks, New Orleans, Louisiana

OPEN: 12 May 2016

CLOSE: 26 May 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 the areas of accounting, auditing and analysis or financial services. Must have minimum of four (4) years of experience in bookkeeping, accounting, finance, payroll or numerical computation. Minimum 9 hours college credits in accounting. Three (3) hours for each year of experience in accounting related field can be substituted to meet requirements. Must have a thorough working knowledge of Windows and Microsoft Office (Word, Outlook, Powerpoint, Excel, Access, etc.). Integrated Statewide Information System (ISIS) qualified. Familiar with Advanced Finance System (AFS), Advanced Government Purchasing System (AGPS) and LAGov ERP or comparable financial/purchasing/contracting systems. Prefer experience with Business Objects/ZABO adhoc reporting system. Must have the ability to communicate clearly verbally and in writing. Ability to review documents for accuracy and completeness. Ability to work and communicate effectively with peers, superiors and superiors.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

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:** Responsible for ensuring funds are disbursed in accordance with Federal and State section laws, rules, regulations and guidelines. Responsible for reviewing all payment documents to ensure accuracy and completeness of calculations, matching purchase order and invoice numbers; void checks that are incorrect. Responsible for posting and journalizing ledgers and preparing financial account reports in a large central fiscal office. Performs various levels of duties within the general accounting unit of the Finance Section. Directly supervises a unit of Technician (Accounting) positions. Approve all collections to vendors in ISIS system and LaGov ERP. Approve cash receipts for accounts receivable. Prepare J3/J4s for Interagency Fund Transfers. Prepare manual warrants for electronic wire payments. Process collections from vendors/contractors/claimants/federal/state. Approve or authorize transaction documents or batch documents to include cash receipts, warrant and journal vouchers. Process collections for Capital Outlay invoices. Responsible for day to day cash management. Provide guidance/coordination and request for reports/information and training from Fiscal Technicians in the field. Communicate with Directors, Fiscal Technicians, Budget Staff, Human Resources, Risk Management, Public Assistance Division and Military Department/USPFO employees and Federal Program Managers to obtain, provide and coordinate information related to reimbursement/revenue/budget (increased due to Budget/Accounting decentralization). Manage and reconcile findings/documents/J4s relating to the following programs/funds/grants: DCFs, DOTD, Camp Minden Fire, PWs, ORM Payments, Capital Outlay, Cash Carry Forward Funds, GOHSEP Grants. Maintain or supervise the maintenance of journal entry ledgers. Responsible for Accounts Receivable Section's administrative duties to include staff supervision, time and attendance review, and coordination of job specific training, etc. Assign and review work of subordinates, ensure accuracy of output and measure performance. Confer with vendors, other LA Military Department employees, LA Office of the Treasurer and Division of Administration employees to obtain/provide information on a variety of payment documents. Respond to inquiries from other organizational units and/or the public. Assist the Fiscal Manager with Annual Fiscal Close and Annual Fiscal Report (AFR). Communicate with State, Federal and independent Auditors; Banks and Vendors for the purpose of providing information and technical assistance needed to resolve problems. Key personnel in responding to various requests from Legislative Auditors for funding/fiscal reports. Completion of Supervisory Training. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD mandatory and annual training requirements. 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.

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