

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Accountant 2 #50352235

ANNOUNCEMENT NO. 024-2016

ANNUAL SALARY: AS-614 / Minimum \$29,598 / Maximum \$62,317 annually

LOCATION: LANG-LMD-F, Jackson Barracks, New Orleans, Louisiana

OPEN: 23 March 2016

CLOSE: 6 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 Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** Required – Two years of accounting experience. Must possess excellent communication skill both oral and written. Must have ability to work and communicate effectively with peers, superiors and subordinates. Must possess strong organizational skills. Must be able to work independently to meet established deadlines and objectives. Working knowledge of the Integrated Statewide Information System (ISIS). Experience working with structure/functions of the Louisiana Military Department and the Louisiana National Guard. Working knowledge of Microsoft Office Programs (Word, Excel, Power Point, Access and Outlook).

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a 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.

c. **OTHER REQUIREMENTS:** The 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: Prepares and processes payroll and expenses vouchers for reimbursement for the following Federal Cooperative Agreement Appendixes: 1001 SRM 100%, 50/50%, 75/25%, Integrated 58.3/41.7%, Recruiting Leases, AFRC 100% Marines, AFRC 96/4% Army. 1005 Communications OTM. Inter-Agency Agreement (US Marshals Service). Inter-Agency Agreement (GOHSEP Minden Warehouse). Other Agreements (Monitor 17 other Reporting Categories for any expense). Capital Outlay Accounts (Monitor and Process Expense Vouchers for 27 Capital Outlay Accounts). Maintains open lines of communication with Program Managers, Budget/Fiscal Techs, USPFO and Louisiana Military Department employees in order to coordinate, track and receive federal reimbursements in a timely manner on behalf of the Louisiana Military Department. Responsible for processing the Detailed Transaction Report and reviewing charges for accuracy for assigned appendixes. Compose and maintain spreadsheets and other documents for assigned appendixes. Reconciles program funds for the assigned appendixes with Budget/Fiscal Techs and Program Managers. Responsible for the preparation and processing of the Centralized Personnel Plan vouchers for the assigned appendixes. Attends monthly PBAC and Cooperative Agreement meetings on the management of federal reimbursements. Identifies and coordinates journal vouchers to ensure corrections are processed to appropriate fund codes. Key personnel in providing requested documentation to Legislative Auditors. Develops financial management reports to support Program Managers during the budget development process. Monitors Status of Reimbursement and 30/60/90 reports to ensure reimbursements are current. Completion of SHARP training and fosters sexual harassment free environment. Complete all LMD training required annually. Performs 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.

Stephanie Decquir
LMD-HR, P.O. Box 440, Chalmette, La. 70044 (Jackson Barracks)
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547
Fax: (504) 278-8020