

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Accountant #50346845

ANNOUNCEMENT NO. 068-2016

SALARY: AS-614 / Minimum \$29,598 / Maximum \$62,317 Annual Salary

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

OPEN: 28 July 2016

CLOSE: 10 August 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 nine (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 Financial 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. Skilled in preparing spreadsheets and maintaining internal databases. Must have the ability to communicate clearly verbally and in writing. Ability to review documents for accuracy and completeness. Must be able to work independently and meet established deadlines and objectives. Ability to work and communicate effectively with peers 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:** Review and process payments for all State Travel Reimbursement Requests. Process State Active Duty Travel and Per Diem. Review and process LMD Imprest Check Requests, to include, miscellaneous requests from National Guard Operations, Maintenance Program Managers and Youth Challenge Program Managers to include the STARBASE and YCP Stipend Programs. Balance monthly checking account statement for JP Morgan Chase. Program Administrator for State Travel Credit Card. Maintain agency policies for State Travel Card and conduct post audits to ensure all charges are in accordance with PPM49. Run monthly compliance reports against Visa Intellilink Reporting List. Conduct annual cardholders training. Review State Travel Credit Applications for processing. Approve travel arrangements with Shorts Travel, as needed. Reconcile State Travel Credit Card statements and 101's. Reconcile LaCarte Credit Card statements and 101's. Process Journal Voucher (J6) Requests. Process invoices for fixed charges. Reconcile amounts and accounting classifications on invoices for monthly fixed charges against purchase orders. Verify current status and validity of purchase orders and make necessary corrections. Prepare and forward copies of corresponding invoices to CFMO and Accounts Receivables for reimbursement. Communicate and coordinate with vendors to identify and resolve disputes concerning discrepancies on invoice pricing. Research/pull check numbers for numerous payments. Participate in Encumbrance Scrub and Budget Meetings. Process voided checks/cancelled payments. Input J1's for voids. Maintain Agency Travel Policy to ensure compliance with current State Regulations and Guidelines. Provide administrative support to Fiscal Manager in absence of Administrative Assistant. Provide assistance to Accounts Payable Manager/Supervisor and other accounts payable employees. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a 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.

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