

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (Accounting) #50314578

ANNOUNCEMENT NO. 069-2016

SALARY: AS-613 / Minimum \$27,664 / Maximum \$58,240 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. Must have the ability to review documents for accuracy and completeness. Must be able to work independently and meet established deadlines and objectives. Must have the 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:** Responsible for monitoring, receiving and processing all agency revenue to include: State Self-Generated, Federal and Return of Appropriation. Receive, process and classify all checks and money orders for deposit into General Fund and Imprest Fund. Maintain detailed ledger of monthly deposits. Deposit revenue into Agency bank account. Receive, process and classify all Federal and Capital Outlay Reimbursements. Receive, process and classify Inter-Agency Revenue. Maintain ledger sheets tracking reimbursements received for reconciliation of revenue. Reconcile, process and classify all billings and DFAC credit card transactions using Bank of America Merchant Services monthly statements. Process monthly Payroll Deduction Rent Report from Office of Statewide Uniform Payroll. Warrant all Agency revenue. Maintain monthly ledgers and other revenue records pertaining to revenue receipt and reconciliation. Prepare Quarterly Receivables Reporting to the Division of Administration. Coordinate with JPMorgan Chase Bank to maintain Agency's Business Signature Cards updated. Maintain Agency's System for Award Management (SAM) Account current and updated. Submit requests for reimbursement using Department of Defense's iRAPT online invoicing system. Process various ISIS documents (i.e. J6 Journal Voucher), Cash Receipt and Warrant Voucher. Communicate with State, Federal, Internal and independent Auditors and provide them with reports and information requested. Provide guidance/coordination and requests for reports/information and training from Fiscal Technicians in the field. Communicate with Directors, Fiscal Technicians and Housing Officers at Jackson Barracks, Gillis Long, Camp Minden and Camp Beauregard, Housing Officers at Jackson Barracks, Gillis Long, Camp Minden and Camp Beauregard. Communicate with Human Resources, Risk Management, Public Assistance Division and Youth Challenge Programs. Maintain open lines of communication with other Departments or entities such as USPFO employees, Federal Program Managers, Vendors, State of Louisiana Treasury Department and JPMorgan Chase Bank in order to coordinate, track and receive revenue in a timely manner. Assist Accounts Receivable Manager; performs duties in his/her absence. 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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