STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Fiscal Officer #50353114 **ANNOUNCEMENT NO**. 091-2016

SALARY: AS-613 / Minimum $27,664 / Maximum $58,240 annual salary

LOCATION: LANG-CM, Camp Minden Training Site, Minden, Louisiana

OPEN: 20 October 2016 **CLOSE:** 3 November 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

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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:** Must be proficient in Microsoft Office (Word, Excel, Access, Powerpoint, Outlook, etc.). Proficient in military correspondence, filing regulations, technical manuals and other documents. Ability to apply knowledge of fiscal, budgetary and administrative tasks. Proficient in budgetary and accounting procedures and financial management. Ability to develop, maintain and analyze inter office databases, spreadsheets and graphs. Willingness to follow recommended procedures, honest, patient and good people skills. Ability to assume increasing responsibilities for multi-faceted direction and planning. Ability to become proficient in State and Federal fiscal and budgetary laws, rules, and regulations. Excellent analytical and organizational skills. Proficient in ISIS and AGPS system for statewide purchasing and contracting. Proficient in real time fiscal reporting found in Business Objects, statewide database of Louisiana.

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 (LMD) 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. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster sexual harassment free environment.

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**: Works under supervision of the Camp Minden Training Site Installation (CMTS) Commander or Deputy Manager. Provides technical assistance and advice to the Commander and staff in the budgeting, programming, funding, allocation, procurement, accounting, internal controls and auditing of financial resources. Responsible for ensuring financial compliance within the provisions of any and all contracts, cooperative endeavors and agreements between NGB and the State of Louisiana with regards to CMTS. Apply and ensure correct state and federal funding codes on ISIS 101 Forms. Reconcile monthly credit card statements for Exchange and CMTS Purchases, prepare Journal Voucher and forward LMD-F (Fiscal Section) for payment. Prepare current financial reports as well as summaries and forecasts for future growth and general economic outlook. Responsible for the detailed development, request, preparation, implementation, projection and revision of annual budget for CMTS. Evaluates budget proposals submitted by CMTS staff and makes recommendations. Maintains accounting of expenditures/obligations of funds to include total expenditures by Organization and Department and handles all budget matters. Responsible for monitoring status of funds in real time and identifying trends in budget and revenue. Responsible for collecting, reviewing, and tracking gas and electricity utility usage and costs each month. Responsible for collecting, reviewing and tracking all CMTS Post Housing rental payments and expenditures. Responsible for CMTS Morale, Welfare, Recreation account expenditure and revenue tracking, Bank deposits, also serves as treasurer for MWR Council. Responsible for LDWF Expenditures and Revenue tracking. Responsible for Minden Exchange expenditure and revenue tracking. Prepares monthly spending analysis packet for Commanders review of all purchases, encumbrances, revenue deposits and spending projections for monthly Planning, Budget and Appropriation committee Meetings held monthly for Director of LMD.
Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster sexual harassment free environment. Performs any other duties as assigned by the Administrative/Logistic Officer and Installation Commander.

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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