STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Technician (Accounting) #181182 **ANNOUNCEMENT NO**. 103-2016

SALARY: AS-611 / Minimum $24,170 / Maximum $50,877 annual salary

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

OPEN: 4 November 2016 **CLOSE:** 18 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

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. Experience with Business Objects/ZABO adhoc reporting system preferred. Must be 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:** Process all purchase orders for LMD and Youth Challenge Programs. Analyze and process invoices to determine proper accounting codes. Prepare and forward copies of corresponding invoices to appropriate sections 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. Verify current status and validity of Purchase Orders and notify Accounts Payable Manager or Purchasing Agent of cancellation. Participate in encumbrance scrub. Process accounts payable activities for one time purchases for New Orleans, Minden, Pineville and Carville areas, plus general documents (mail, invoices, Forms 101, make OFST copies, e-mail, computer input, etc). Make corrections to requisitions (101's) when needed. Communicate with Vendors/Purchasing Agents on a regular basis. Approve (hotel, airline or rental car) travel payment arrangements with travel agent, as needed. Maintain Agency Controlled Billed Account (CBA) card to ensure compliance with current State Regulations and Guidelines. Balance monthly credit card account statement on the Bank of America "Visa Works" on-line system. Process Travel Card reconciliation and input Journal Voucher entries for credit card transactions. Process voided checks/cancelled payments. Input J1's for voids. Process contract payments. Maintain office files. 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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