

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Accountant 2 #134306

**ANNOUNCEMENT NO.** 097-2017

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

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

**OPEN:** 18 July 2017

**CLOSE:** 31 July 2017

**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 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:** Prepares and processes payroll and expenses vouchers for reimbursement for the following Federal Cooperative Agreement Appendixes: 1022 Air Environmental, 1021 Air Operations and Maintenance (100%, 80/20% and 75/25%), 1023 Air Security, 1002 Army Environmental, 4001 STARBASE at Camp Beauregard, 4007 STARBASE at Jackson Barracks, 4008 STARBASE at Baton Rouge. 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. Composes and maintains 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. Must attend/complete all mandatory LMD Training (SHARP, Ethics, Anti-Terrorism, Suicide Prevention, Sexual Harassment, etc.). Fully supports SHARP, adheres to Code of Ethics and fosters 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.

Ms. Stephanie Decquir  
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