

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Budget Administrator 1 #50379159

ANNOUNCEMENT NO. 101-2018

SALARY: AS-619 / Minimum \$51,917 / Maximum \$102,170 annually

LOCATION: Headquarters, LA Military Department, Gillis W. Long Center, Carville, Louisiana

OPEN: 8 June 2018

CLOSE: 14 June 2018

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (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:** Experience with ISIS AFS. Experience with SAP Business Objects, SAP HR, SAP SRM, and SAP ECC. Advanced skills in Microsoft Access (Forms, Reporting, Automation, SQL). Advanced skills in Microsoft Excel (Pivot Tables, nested formulas, VLOOKUP, SUMIF, INDEX/MATCH, etc.). Familiarity with Microsoft VBA and implementation differences between MS Access, MS Excel, and MS PowerPoint. Familiarity with Microsoft SharePoint and CYMA Payroll Software.

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. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a 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: Primary POC for Budget information for Louisiana Military Department during absence of Budget Administrator. Attends meetings/teleconferences and VTC's for Budget Administrator during their absence. Provide support to Budget Administrator for direct interface with State Government to include the Office of Planning and Budget (OPB), Office of Statewide Reporting and Accounting (OSRAP), State Treasury Office (STO) and the Legislative Fiscal Office. Provide technical assistance to Program Directors in areas of budgeting, finance, funding allocation and internal controls. Prepare the Agency annual state budget request in coordination with the Budget Administrator. Receive annual Agency budget appropriation and allocate it to the Program and Organizational level based on current budgetary limits/requirements. Recommend mid-year budget adjustments (BA7) and other adjustments as necessary to the Program Directors. Prepare budget adjustment forms and create documents (AP's, EB's RB's) in ISIS for OPB, OSRAP & STO review and approval. Provide cursory review of monthly operations to ensure proper transactions have taken place. Provide ad hoc reports and analysis to Program Directors, Deputy Directors and various sections as requested. Responsible for maintenance and updating of Encumbrance-Transactions Database: maintain the back end database tables and queries; review queries and relationships to verify report integrity; develop new queries and reports to provide additional monitoring tools. Provide budget program figures for BA-22 preparation by Purchasing and Contracting staff. Review and approve BA-22s to ensure "the aforementioned contract will not cause the agency/program to be placed in an Object Category deficit." Serve as a key player in Emergency Operation Center during emergency missions. Monitor and distribute ISIS information used for cost analysis and projections. Provide reports and summaries such as: Executive Summary (includes total # of requests and # of paid invoices); LSS Summary for CUB/BUB/SUB and WEBEOC updates; daily expenditure/obligations and transaction summary; daily budget analysis report to include status of available cash; purchase order listing report for quality assurance tracking. Provide additional LSS Request monitoring to ensure accurate expenditures tracking. May serve as a technical specialist performing in-depth/expanded activities in programs requiring advanced knowledge, skills and abilities. Assists in the coordination, preparation and/or review of the Agency final budget request by doing research and gathering data individually and/or from org and program managers. Monitors and forecasts revenues and expenditures to identify trends and potential funding problems. Prepares required reports and financial statements which include the compilation and analysis of data. Proposes alternatives to spending and revisions in authorized budget. Reviews, projects, reports and proposes changes to performance indicators. Prepares budget adjustment forms as necessary to draw or transfer funds. Prepares, monitors, reconciles, audits and forecasts revenues, expenditures and budgets. Reviews and approves contracts, purchase requisitions, supply room purchases and any other document obligating funds to ensure availability of funds and budget authority. Serves as a lead for special projects. Establishes policy with regard to: data definition and data relationships, database design, database implementation, database operation, database security and data accessibility. Coordinates the implementation of processes to ensure the availability and access of data determined to be necessary for financial policy and planning purposes for the Louisiana Military Department. Responsible for recommending improvements in accessing and presenting data through the proficient use of data analysis. Serves as liaison to department heads to provide assistance for database-related planning, implementation, coordination and support. Designs, codes, compiles, tests, debugs, modifies and documents new or existing highly complex applications within accepted standards, procedures and guidelines. Defines data elements; designs structures for databases; writes and compiles definitions and descriptions of data elements. Writes user guides; meets with users to determine needs and parameters to evaluate results; trains users in programs or systems. Reviews and determines the feasibility and advisability of proposed additions and modifications to Agency databases. Provides expert advice, assistance or guidance of a highly technical nature concerning specialized application tools, software or databases. Evaluates, analyzes and prepares information and recommendations on technical matters. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Carol Hadley
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