

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Technician (Accounting) #153513

**ANNOUNCEMENT NO.** 161-2019

**SALARY:** AS-611 / Minimum \$25,896 / Maximum \$50,877 annually

**LOCATION:** LA Military Department, LMD-F, Jackson Barracks, New Orleans, La.

**OPEN:** 14 August 2019

**CLOSE:** 28 August 2019

**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 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:** 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.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

**4. POSITION DESCRIPTION:** Prepares and processes payroll and expenses vouchers for reimbursement for the following Federal Cooperative Agreement Appendixes: 1003 Army Security, 1004 JSIIDS, 1005 Telecommunications, 1007 TSS, 1008 DFAC, 1010 Anti-Terrorism, 1011 Emergency Management, 1040 Distance Learning. Prepares and processes payroll and expenses vouchers for reimbursement for the following Cooperative Endeavor Agreements: DCFS, US Marshals, National Hansen's Disease Program. 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. 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. Stephanie Decquir  
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