

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant (Budget Officer) #151610

ANNOUNCEMENT NO. 009-2018

SALARY: AS-613 / Minimum \$34,590 / Maximum \$68,099 annually

LOCATION Youth Challenge Program, Education Headquarters, Camp Beauregard, Pineville, Louisiana

OPEN: 9 January 2018

CLOSE: 23 January 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 in financial management. Degree in business administration, accounting or finance preferred. Excellent analytical and organizational skills. Excellent verbal and written communications skills. Knowledge of computer applications to include Microsoft Office Programs with expertise in Excel. Willingness to follow recommended procedures, be honest, have patience, have good people skills and be a team player.

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: Make data and budget/funding submittals to NG-AY-J1 to meet Cooperative Agreement required deadlines and requests for data. Serve as the principle budget officer for Educational Programs on matters relevant to budget activates, this includes high-interest items, completions and problems. Responsible for the overall accountability of more than 21 million dollars between all 3 YCP Programs. Provide current financial stats and projected financial data when necessary, to include electronic data interchange. Prepare financial statements, business activity reports and forecasts. Monitor financial details to ensure that legal requirements are met. Examine financial statements to ensure that they are accurate and comply with laws and regulations. Maintain accurate data for each YCP to include CA Grantee documents, NG-AY-J1 funding contributions. Perform advanced accounting requests for program director. Make necessary decisions to implement fiscal requirements based on current dynamics. Guide and assist program directors, deputy directors and budget officers with fiscal changes. Suggest ways to reduce costs, enhance revenues and improve efficiency. Act in such a manner as to make a positive “first” impression for the Louisiana Educational Programs. Carry out administrative policies and rules governing staff. Attend professional meetings, conferences and workshops in order to maintain and improve professional competence. Follow departmental dress code and report to work punctually each day. Use positive communication and work in professional harmony with administrators, co-workers and visiting staff, evidenced by constructive interaction. Work cooperatively with Program Directors, Deputy Directors and assist Budget Technicians at individual program sites. Communicate budget status between NG-AY-J1, United States Property and Fiscal Officer, Grants Officer Representative and LMD-Fiscal. Coordinate on behalf of YCP with LMD in preparation of State allocations, called House Bill One (HB1). Observe and assist in the day-to-day tasks related to the budget process tracking Federal and State funding and assist in YCP budget development. 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.

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