

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Budget Analyst #50365969

ANNOUNCEMENT NO. 107-2018

SALARY: AS-617 / Minimum \$45,344 / Maximum \$89,253 annually

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

OPEN: 11 July 2018

CLOSE: 18 July 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:** Bachelor's Degree preferred with concentration in areas of accounting, auditing, budgeting, purchasing, human resource, planning, research and analysis or financial services. Three years of experience and/or college education in a business related field may be substituted to meet educational requirements. Experience with ISIS AFS, SAP Business Objects, SAP HR, SAP SRM and SAP ECC or comparable financial/purchasing/contracting/human resource tracking system preferred. Experience with performance based budgeting preferred. Overall knowledge of Federal/State Cooperative Agreements preferred. Must complete required training for: ISIS Financial, Purchasing and Payroll screens and tables; Business Objects/ZABO Adhoc Reporting System; ISIS Security Operations. Must be available for travel as needed. Experience using Word, PowerPoint and Outlook. Intermediate skills using and updating Microsoft Access Databases. Advanced skills in Microsoft Excel using Pivot Tables, VLOOKUPS and SUMIFs (will be asked to demonstrate ability at interview).

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:** Serves as a technical Analyst performing in-depth/expanded analysis at the Program level requiring advanced Excel knowledge, skills and abilities. Reviews, projects, reports and recommends mid-year budget adjustments (BA7) and other adjustments as necessary to the Budget Administrator and Deputy Budget Officer. Prepares budget adjustment forms and creates documents (AP's, EB's and RB's) in ISIS for OPB, OSRAP & STO review and approval. Distributes information to Organizational Managers, Fiscal Technicians and Administrative Sections to be used for ad hoc projections and federal reimbursements. Prepares, maintains and distributes Program Budget Advisory Committee (PBAC) documents, Encumbrance Scrub listings, Budget distribution lists, Payroll Databases and the Encumbrance Databases. Serves as a back-up to the ISIS Security Administrator. Design, publish and maintain ISIS user request forms for AFS, AGPS/CFMSs and Business Object. Submit appropriate ARWeb ISIS ID and user requests electronically to Office of Information Systems (OIS), maintain STAB and BAAT records on each ISIS user. Assists in the coordination, preparation and/or review of the Agency final budget request by performing research and gathering budgetary data from program and organizational managers. Monitors and forecasts revenues and expenditures to identify trends and potential funding problems. Prepares specialized reports and financial statements which require the compilation and analysis of data. Proposes alternatives to spending and revisions in authorized budget. Provide cursory review of monthly operations to ensure proper transactions have taken place and coordinate with appropriate staff to make necessary corrections. Prepares, monitors, reconciles, audits, and forecasts revenues, expenditures and budgets for assigned organization(s). Reviews purchase requisitions and other funding documents as required that obligate funds to ensure availability of funds and budget authority. Serves as a lead for assigned special projects. 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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