

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Technician (Accounts Payable) #125862

ANNOUNCEMENT NO. 151-2018

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

LOCATION: LA Military Department, LMD-F, Jackson Barracks, New Orleans, Louisiana

OPEN: 25 September 2018

CLOSE: 9 October 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:** Must have Accounting Experience. Must be skilled in using a computer and Microsoft Office(Excel, Word, Access, Powerpoint and Outlook). Must have the ability to communicate clearly verbally and in writing. Experience working with structure/functions of the Louisiana Military Department and the Louisiana National Guard. Working knowledge to Integrated Statewide Information system (ISIS). Ability to review documents for accuracy and completeness. Ability to compose and maintain spreadsheets.

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:** Review and process payments for all State Travel Reimbursement Requests. Review and process LMD Imprest Check Requests, to include miscellaneous requests from Environmental, Starbase and YCP stipend. Balance monthly checking account statement for JP Morgan Chase. Program Administrator for State Travel Credit Card. Review and process State Travel Credit Applications for processing. Reconcile State Travel Credit Card Statements and 101's. Run monthly compliance reports against Visa Intellilink Reporting List. Conduct cardholders training. Approve travel arrangements with Shorts Travel as needed. Reconcile LaCarte Credit Card Statements and 101's. Process LaCarte Credit Card Journal Voucher (J6) request. Pay invoices for fixed charges. Reconcile amounts and accounting classifications on invoices for monthly fixed charges against purchase orders. Verify current status and validity of purchase orders and make necessary corrections. Prepare and forward copies of corresponding invoices to CFMO and Accounts Receivables for reimbursement. Communicate and coordinate with vendors to identify and resolve disputes concerning discrepancies on invoice pricing. Research/pull check numbers for numerous payments. Participate in encumbrance scrub and Budget Meetings. Record and update monthly charges for cell phone usage and distribute to LMD staff for expenditure tracking. Process all voided checks/cancelled payments. Input Journal Vouchers J1's for voids. Maintain and distribute Petty Cash for Jackson Barracks. Maintain Agency Travel Policy to ensure compliance with current state regulations and guidelines. Provide administrative support to Fiscal Manager in absence of Administrative Assistant. Back up to Accounts Payable Manager/Supervisor and provide assistance to other Accounts Payable Employees. 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
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547