

STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Accounting Technician -*Temporary #50606212

ANNOUNCEMENT NO. 229-2021

SALARY: MA-612 / Minimum \$32,323 / Maximum \$63,648 annually

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

OPEN: 3 September 2021

CLOSE: Open Until Filled

**Temporary Appointment: 360 days with the possibility of being extended (dependent on funding). Earns Leave. Eligible for Benefits. No LASERS.*

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:** Two years of Accounting experience required. Knowledge of computers to include Microsoft Office products. Must possess excellent communication skills both oral and written. Strong organizational skills. Ability to review documents for accuracy and completeness. Must be able to work independently to meet established deadlines and objectives. Working knowledge of Integrated Statewide Information System (ISIS). Ability to coordinate with Federal and State agencies. Ability to follow Federal and State regulations. Ability to compose and maintain spreadsheets. Ability to operate office equipment.

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: Assist with ensuring that vendors and section documents are maintained, accurately, and processed promptly. Maintain accurate LMD-F records. Maintain an organized file cabinet. Copy, file, fax and scan all documents concerning vendor invoice payments and credits needed for reimbursement. Responsible for maintaining and disposing of archive/outdated files in accordance with records retention guidelines. EFT's, Contract Payments and ISIS Payments, etc. Maintain Annual Contracts and Purchase Order Requisition reference notebook. Manage vendor profiles and records. Research documents needed to answer vendor questions such as payment amount and account information. Assist Accounting in researching and pulling check numbers for numerous payments. Assist Accounting in the preparation of making payments (Coding Invoices). Prepare and disseminate W-9 and Tax Exempt forms for vendors. Contact vendors for invoices, adjustments and credits for payments. Distribute W9's to vendors annually. Distribute incoming correspondence. Post publications, policy and command guidance for public display. Retrieve, sort and distribute mail from USPS at Jackson Barracks. Assist with daily and monthly reconciliations. Reconcile state travel credit cards transactions to include LaCarte and Travel. Reconcile State Active Duty Payments and Travel Reimbursements. Verify validity of purchase orders and make necessary corrections. Assist with daily operations. Provide assistance to Accounts Payable Manager/Supervisor and provide assistance to other accounts payable employees. Provide administrative support to Fiscal Manager in absence of Administrative Assistant. 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.

Mrs. Dawn Riess
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