

STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Budget Technician - *Temporary #50589168

ANNOUNCEMENT NO. 020-2022

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

LOCATION: LA Military Department, LMD-B (Budget), Gillis W. Long Center, Carville, Louisiana

OPEN: 18 January 2022

CLOSE: 1 February 2022

****Temporary Appointment:** One year appointment 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:** Bachelor's Degree preferred with concentration in areas of accounting, auditing, budgeting, purchasing, human resources, 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 resources tracking systems preferred. Prefer experience with performance based budgeting. Requires a high level of analytical skills and ability to review previous budgets and financial reports. Experience using Word, PowerPoint, Access and Outlook. Intermediate skills in Microsoft Excel using Pivot Tables is required. Applicant will be asked to demonstrate Excel proficiency at interview. Must complete required training per the PPM for Data Warehouse Financial and Purchasing and Business Objects ERP, ECC and SAP modules. Prefer overall knowledge of Federal/State cooperative agreements. Must be available for travel as needed.

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: Assists the Budget Team with the collection, coordination, review and processing of Federal Cooperative Agreements. Enters adjustments for the Federal Cooperative Agreements into the LaGov SAP grant module for both the Military Affairs and Education Programs. Assists the Budget Team with the coordination, preparation and/or review of the Agency final budget request by performing research and gathering budgetary data from program and organizational managers. Assists in providing cursory reviews of monthly transaction reports to ensure accuracy and coordinates with appropriate staff(s) to make necessary corrections as required. Be prepared to provide support to the Budget Officer in the Emergency Operations Center during emergency missions. Responsibilities include: Obtain Request for Assistance (RFA) documents from JOC for each mission. Assist Budget Officer in preparing a LSS summary for CUB/BUB/SUB and WEBEOC updates. Assist in the daily expenditure/obligations and transaction summary. Assist in the purchase order listing and encumbrance/good receipt report for quality assurance tracking. Assists the Budget team in the preparation, monitoring, reconciliation, auditing and forecasting of revenues, expenditures and budgets for assigned organizations/cost centers. Assist Budget Team in analyzing existing budgets on both departmental and organizational levels requiring excellent attention to detail and financial literacy. Monitor, update and distribute the LaGOV Coding Guide as needed for Fund code changes. Complete required Training. 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.

SSG Ashley Ray
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: ashley.g.ray.mil@army.mil
Office: (225) 319-4766