STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Accounts Receivable 2, 3 or 4

ANNOUNCEMENT NO. 222-2022

*SALARY: MA-613 / Minimum $34,590 / Maximum $68,099 annually
MA-614 / Minimum $37,003 / Maximum $72,862 annually
MA-615 / Minimum $39,603 / Maximum $77,958 annually

*The level at which the vacancy is filled will be determined by the qualifications of the candidate selected.

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

OPEN: 19 August 2022 CLOSE: 1 September 2022

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:

   **Accounts Receivable 2, MA-613** - Preferred experience in accounting, finance or bookkeeping. Preferred experience with financial reporting and general ledgers, accounting software and data entry. Knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Preferred experience composing and maintaining spreadsheets. Ability to work independently and in a team setting. Must possess analytical and organizational skills. Must possess strong written and verbal communication skills. Must be able to work independently to meet established deadlines and objectives. Preferred knowledge of the LaGov system (ECC Grants Management Module, ECC Finance Module, SRM and Data Warehouse). Preferred experience billing reimbursable transactions to proper FY, preparing vouchers for reimbursement, developing and maintaining spreadsheets for CA Appendices and reconciling program funds and ULOs for CA Appendices. Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard. Must complete Fiscal Law Course, Cooperative Agreement Training, required Annual Training and adhere to all Department and State Regulations.

   **Accounts Receivable 3, MA-614** – Three to five years of experience in accounting, finance or bookkeeping and experience with financial reporting and general ledgers. Demonstrated knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Three to five years of experience with accounting software and data entry. Basic knowledge of SAP/ERP Systems. Ability to work independently and in a team setting. Must possess analytical and organizational skills. Must possess strong written and verbal communication skills. Must be able to work independently to meet established deadlines and objectives. Three to five years of experience with the LaGov system (ECC Grants Management Module, ECC Finance Module, SRM and Data Warehouse), billing reimbursable transactions to proper FY, preparing vouchers for reimbursement, developing and maintaining spreadsheets for CA Appendices, reconciling program funds and
Ulos for CA Appendices and composing and maintaining spreadsheets. Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard. Must complete Fiscal Law course, Cooperative Agreement Training, required Annual Training and adhere to all Department and State Regulations.

**Accounts Receivable 4, MA-615** - Five years of experience in accounting, finance or bookkeeping. Five years of experience with financial reporting and general ledgers. Demonstrated knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Demonstrated experience with SAP/ERP Systems Ability to work independently and in a team setting. Must possess analytical and organizational skills. Must possess strong written and verbal communication skills. Must be able to work independently to meet established deadlines and objectives. Five years of experience with accounting software and data entry, the LaGov system (ECC Grants Management Module, ECC Finance Module, SRM and Data Warehouse), billing reimbursable transactions to proper FY, preparing vouchers for reimbursement, developing and maintaining spreadsheets for CA Appendices, reconciling program funds and Ulos for CA Appendices and composing and maintaining spreadsheets. Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard. Must complete Fiscal Law course, Cooperative Agreement Training, required Annual Training and adhere to all Department and State Regulations.

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:** Prepare and process payroll and expenses vouchers for reimbursement for the following Federal Cooperative Agreement Appendices 1001 ARNG Facilities Programs (Primary); and other Appendices where assistance is needed. Maintain open lines of communication with Program Managers, Budget/Fiscal Techs, USPFO and Louisiana Military Department (LMD) employees in order to coordinate, track and receive federal reimbursements in a timely manner on behalf of the Department of Military Affairs. Produce and maintain the Detailed Transaction Report and review charges to ensure accuracy for assigned appendices. Produce and maintain the Voucher Summary sheet to account for submission of SF 270 vouchers for assigned appendices. Compose and maintain spreadsheets and other documents for assigned appendices. Reconcile program funds for assigned appendices with Budget/Fiscal Techs and Program Managers. Responsible for the preparation and processing of the Centralized Personnel Plan vouchers for the assigned appendices. Attend monthly PBAC, encumbrance review and Cooperative Agreement reconciliation meetings and weekly voucher revision meetings to aid in the management of federal reimbursements. Identify the need for and coordinate journal vouchers to ensure corrections are processed to appropriate fund codes. Provide requested documentation to Internal and Legislative Auditors. Develop financial management reports to support Program Managers during the budget development process. Monitor Status of Reimbursements and 30/60/90 reports to ensure reimbursements are obtained in a timely manner. 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](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  
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044  
E-mail: dawn.t.riess.nfg@army.mil  
Office: (504) 278-8547