



**STATE OF LOUISIANA**  
invites applications for the position of:

**Accounting Technician #50606212**  
**\*Temporary**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 034-2023

**OPENING DATE:** February 10, 2023

**CLOSING DATE:** Open Until Filled

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

**JOB TYPE:** Unclassified

**LOCATION:** LMD-F, Jackson Barracks, New Orleans, LA

**\*Temporary Appointment:** One year appointment with the possibility of being extended (dependent on funding). Earns Leave/Eligible for benefits

**BENEFITS:**

Insurance: Medical, Dental & Vision

Paid Holidays: 9 days per year

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

Louisiana Military Department



**LMD-Fiscal**  
**Jackson Barracks**



**The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.**

**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.**

**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 Responsible for maintaining and disposing of archive/outdated files in accordance with records retention guidelines.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.

**POSITION QUALIFICATIONS:**

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.

**GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

**OTHER REQUIREMENTS:** 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.

**CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

**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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:

<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Dawn Riess  
LMD-HR (LANG-JB)  
E-mail: dawn.t.riess.nfg@army.mil  
Office: (504) 278-8547