



STATE OF LOUISIANA
invites applications for the position of:
Fiscal Technician 1
#50312482

An Equal Opportunity Employer

ANNOUNCEMENT NO. 052-2023

OPENING DATE: March 16, 2023

CLOSING DATE: March 30, 2023

SALARY: MA-615/\$39,603 - \$77,958 annually

JOB TYPE: Unclassified

LOCATION: Gillis W. Long Center, Carville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

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
NATIONAL GUARD



Louisiana Military Department

Youth Challenge Program
Gillis W. Long Center



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.

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Primary advisor to the Executive Level pertaining to Budget issues. Make data and budget/funding submittals to NG-AY-J1 to meet Cooperative Agreement required deadlines and requests for data. Provide current financial stats and projected financial data when necessary, to include electronic data interchange. Prepare financial statements, business activity reports and forecasts. Monitor financial details to ensure that legal requirements are met. Examine financial statements to ensure that they are accurate and comply with laws and regulations. Perform advanced accounting requests for Program Director. Make necessary decisions to implement fiscal requirements based on current dynamics. Guide and assist program Directors, Deputy Directors and Budget Officers with fiscal changes. Suggest ways to reduce costs, enhance revenues, and improve efficiency. Act in such a manner as to make a positive "first" impression for the Louisiana Educational Programs. Carry out administrative policies and rules governing staff. Attend professional meetings, conferences and workshops in order to maintain and improve professional competence. Follow departmental dress code and report to work in professional harmony with administrators, co-workers, and visiting staff, evidenced by constructive interaction. Work cooperatively with program Directors, Deputy Directors and Budget Technician at individual program sites. Communicate budget status between NG-AY-J1, United States Property and Fiscal Officer, Grants Officer Representative. Observe and assist in the day-to-day tasks related to the budget process tracking Federal and State funding and assist in YCP budget development. Complete SHARP training (Sexual Harassment and Assault) and apply training to establish an environment free of bias/discrimination. Complete all LMD Employee required training annually. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Experience in Financial Management. Excellent analytical and organizational skills. Excellent verbal and written communications skills. Knowledge of computer applications to include Microsoft Office Programs with expertise in Excel. Willingness to follow recommended procedures, be honest, have patience, have good people skills and be a team player.

ADDITIONAL INFORMATION: 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. Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

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 but must be 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/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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Charlie Gandy
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: charlie.a.gandy.nfg@army.mil
Office: (225) 319-4950