



STATE OF LOUISIANA
invites applications for the position of:
Budget Tech Assistant
#50319027

An Equal Opportunity Employer

ANNOUNCEMENT NO. 199-2023

OPENING DATE: September 22 , 2023

CLOSING DATE: October 6, 2023

SALARY: MA-613 / \$35,734 - \$70,117 annually

JOB TYPE: Unclassified

LOCATION: YCP-Camp Minden, Minden, LA

BENEFITS:

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

Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional holidays may be proclaimed.

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

Youth Challenge Program
Camp Minden



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 submittal to NG-AY-J1 to meet Cooperative Agreement required deadlines and request for data. Provide current financial stats and projected financial data, when necessary, to include electronic data interchange. Prepare financial statements, business activity reports and forecast. 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 request for the Program Director. Make necessary decisions to implement fiscal requirements based on current dynamics. Guide and assist program Directors, Deputy Directors and Fiscal Officers with fiscal changes. Suggest ways to reduce cost, 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 Fiscal Officers 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 task related to the budget process tracking Federal and State funding and assist YCP budget development. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Experience in financial management. Prefer a degree or work experience in accounting or finance. Excellent analytical and organizational skills. Excellent verbal and written communication 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: 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.

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 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. Kandice Miller
LMD-HR (YCP-Camp Minden)
100 Louisiana Boulevard, Minden, La. 71055
E-mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277 / Fax: (318) 299-4297