



STATE OF LOUISIANA
invites applications for the position of:
Accounts Payable 2, 3 or 4
#50595826

An Equal Opportunity Employer

ANNOUNCEMENT NO. 017-2024

OPENING DATE: January 18, 2024

CLOSING DATE: February 1, 2024

SALARY:

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

MA-614 / \$38,230 - \$75,026 annually

MA-615 / \$40,914 - \$80,267 annually

JOB TYPE: Unclassified

LOCATION: LMD-F, New Orleans, 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

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

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:

Manage accounts for separate entities and vendors. Ensure that invoices are paid timely and accurately. Ensure that purchase orders, prices and terms of payment match supporting documentation required for purchase. Process transactions. Perform accounting duties such as account maintenance, recording entries and reconciling accounts. Reconcile credit card statements. Process travel vouchers for payment/reimbursement. Provide administrative support to other employees within the section. Maintain open lines of communication with Program Managers, Budget/Fiscal Techs and Louisiana State Military Department employees in order to ensure timely and accurate payment of invoices. Compose and maintain spreadsheets and other documents for assigned accounts. Attend monthly PBAC and encumbrance reviews to aid in the management of payments. 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. Perform other duties as assigned.

POSITION QUALIFICATIONS:

MA-613, ACCOUNTS PAYABLE (2)

- Preferred experience in accounting, finance, or bookkeeping.
- Preferred experience with financial reporting and general ledgers.
- Knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook).
- Preferred experience with accounting software and data entry.
- Preferred experience managing accounts payable for vendors.
- Preferred experience paying invoices timely and accurately.
- Preferred experience processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling accounts.
- Preferred experience reconciling credit cards statements.
- Preferred experience processing travel vouchers for payment/reimbursement.
- Ability to work independently and in a team setting.
- Must possess analytical and organizational skills.
- Must possess strong written and verbal communication skills.
- Must have ability to work and communicate effectively with peers, superiors and subordinates.
- Must be able to work independently to meet established deadlines and objectives.
- Preferred knowledge of the LaGov system (ECC Finance Module, SRM and Data Warehouse).
- Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard.
- Preferred experience composing and maintaining spreadsheets.
- Must complete Fiscal Law course.
- Must complete required Annual Training.
- Adhere to all Department and State Regulations.

MA-614, ACCOUNTS PAYABLE (3)

- Associate degree in accounting or finance.
- 3-5 years of experience in accounting, finance or bookkeeping.
- 3-5 years of experience in accounting, financial reporting and general ledgers.
- Demonstrated knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook).
- 3-5 years of experience with accounting software and data entry.
- 3-5 years of experience managing accounts payable for vendors.
- 3-5 years of experience paying invoices timely and accurately.
- 3-5 years of experience processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling accounts.
- 3-5 years of experience reconciling credit cards statements.
- 3-5 years of experience processing travel vouchers for payment/reimbursement.
- Demonstrated 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 have ability to work and communicate effectively with peers, superiors and subordinates.
- Must be able to work independently to meet established deadlines and objectives.
- 3-5 years of experience with the LaGov system (ECC Finance Module, SRM and Data Warehouse).
- 3-5 years of experience billing reimbursable transactions to proper FY.
- Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard.
- 3-5 years of experience composing and maintaining spreadsheets.
- Must complete Fiscal Law course.
- Must complete required Annual Training.
- Adhere to all Department and State Regulations.

MA-615, ACCOUNTS PAYABLE (4)

- Bachelor's or master's degree in accounting or finance.
- 5 years of experience in accounting, finance or bookkeeping.
- 5 years of experience with financial reporting and general ledgers.
- Demonstrated knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook).
- 5 years of experience with accounting software and data entry.
- 5 years of experience managing accounts payable for vendors.
- 5 years of experience paying invoices timely and accurately.
- 5 years of experience processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling accounts.

- 5 years of experience reconciling credit cards statements.
- 5 years of experience processing travel vouchers for payment/reimbursement.
- 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 have ability to work and communicate effectively with peers, superiors and subordinates.
- Must be able to work independently to meet established deadlines and objectives.
- 5 years of experience with the LaGov system (ECC Finance Module, SRM and Data Warehouse).
- 5 years of experience billing reimbursable transactions to proper FY.

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.nfq@army.mil
Office: (504) 278-8547