



STATE OF LOUISIANA
invites applications for the position of:
Budget Analyst 1

An Equal Opportunity Employer

ANNOUNCEMENT NO. 019-2024

OPENING DATE: January 23, 2024

CLOSING DATE: January 30, 2024

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

JOB TYPE: Unclassified

LOCATION: CFMO, Training Center Pineville,
Pineville, 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



CFMO

Training Center Pineville



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:

Track all encumbered procurements and contracts for Appendix 1001 and 1004, from the issue of the purchase order (PO) to account payable (AP) and has been removed from LMD encumbrance list. Maintain and updated at minimum a monthly status of encumbered procurements and contracts for Appendix 1001 and 1004, to include updating the status on LMD's encumbrance list on TEAMS. LaGov Receiver for CFMO, will obtain invoices for CFMO and receive in LaGov as Final or partial payment, ensuring all supporting documents attached and in accordance with LMD acquisition process and guidance. Identify difference between recorded amount verses complete invoice amount. If actual cost is less, then the recorded amount update recorded amount to match actual cost to un-obligate the funds so the funds can be re-obligated in the same fiscal year. Identify difference between recorded amount and actual amount where the actual amount is more than the recorded amount. Conduct analysis to identify the reason, then provide to the Resource Manager for approval and ensure CFMO expenditure is updated. Analyze all Appendix 1001 and 1004 LMD payment vouchers (PV) and Journal Vouchers (JV) to validate accuracy before submitting to the Resource Manager for approval. Ensure any changes are updated on CFMO expenditure tracker and LMD encumbrance list. Manage and track encumbered procurements and contracts POs that has incorrect PO, balance to be liquidated, and/or coding issue in LaGov, work with buyer(s) to get corrected so payments can be process to closeout procurement and/or contract. Will attend all LMD encumbrance scrubs on the behalf of CFMO, providing LMD with verbal update based on the updates provided on the LMD encumbrance list.

Identify items on CFMO expenditure tracker that has not been actioned with PO or credit card, analyze and determine if the recorded transaction is still valid or not valid and updated the expenditure tracker accordingly. Tracks manage all Appendix 1001 and 1004 fix charges, ensure the fix charges are being worked and processed before current fix charge expires. Will be the backup official CFMO procurement and contract analysis, providing proper coding on 101's, contracts and recording the transaction on correct CFMO expenditure tracker. Submit the 101 and/or contract to next level for approval. Manage and track Appendix 1001 and 1004 open cooperative agreements, process opening, extensions, and close requirements as needed. Will complete all yearly training required to maintain compliance and ability to perform duties. Will coordinate and reconcile with procurement and contract analyses on CFMO expenditure tracker. Will assist CFMO personnel on getting invoices as needed. Will assist voucher examiner process vouchers if needed. Will assist other CFMO receivers if needed. Perform all other duties assigned.

POSITION QUALIFICATIONS:

Ability to obtain CAC access and maintain access. Ability to complete all LMD requirement and training obtain access to LaGov as a Receiver. Experience or training on Microsoft application, such as, Excel, TEAMS, Word, PowerPoint, etc. to perform tasks required for the duties of this position (Trackers, Excel formulas). Written and verbal communication skills is a must. Position will require travel for meetings and training, applicant must have valid driver's license.

Knowledge, experience, and education in budgeting, accounting, procurement, contracting processes is not required, but is a plus.

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:

Ms. Wenda Woolf
LMD-HR (Training Center Pineville))
Bldg. 718 "E" St., Pineville, LA 71360
E-mail: wenda.a.woolf.nfg@army.mil
Office: (318) 290-5392 / Fax (318) 290-5060