



STATE OF LOUISIANA
invites applications for the position of:
Accounts Receivable 2, 3 or 4
#134306

An Equal Opportunity Employer

ANNOUNCEMENT NO. 074-2024

OPENING DATE: April 30, 2024

CLOSING DATE: May 14, 2024

***SALARY:**

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

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

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

****As part of a Career Progression Group, the level at which the vacancy is filled will be determined by the qualifications of the candidate selected. The expected starting salary for this position is between \$35,734-\$50,752.***

JOB TYPE: Unclassified

LOCATION: Jackson Barracks, 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: 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:

Prepares and processes payroll and expenses vouchers for reimbursement for the following Federal Cooperative Agreement Appendices: 1002, 1021, 1022, 1023, 1031, 4001/4101, 4007/4102, 4008/4103. Assists with other appendices as required. Maintain open lines of communication with Program Managers, Budget/Fiscal Techs, USPFO and Louisiana Military Department employees in order to coordinate, track and receive federal reimbursements in a timely manner on behalf of the Department of Military Affairs. Produce and maintain the Detailed Transaction Report and review charges to ensure accuracy for assigned appendices. Produce and maintain the Voucher Summary sheet to account for submission of SF 270 vouchers for assigned appendices. Compose and maintain spreadsheets and other documents for assigned appendices. Reconcile program funds for assigned appendices with Budget/Fiscal Techs and Program Managers. Responsible for the preparation and processing of the Centralized Personnel Plan vouchers for the assigned appendices. Attend monthly PBAC, encumbrance review and Cooperative Agreement reconciliation meetings as required. Facilitate voucher revision meetings to aid in the management of federal reimbursements. 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. Monitor Status of Reimbursements and 30/60/90 reports to ensure reimbursements are obtained in a timely manner. Perform other duties as assigned.

POSITION QUALIFICATIONS:**MA-613, ACCOUNTS RECEIVABLE (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
- 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 Grants Management Module, ECC Finance Module, SRM and Data Warehouse)
- Preferred experience billing reimbursable transactions to proper FY
- Preferred experience preparing vouchers for reimbursement
- Preferred experience developing and maintaining spreadsheets for CA Appendices
- Preferred experience reconciling program funds and ULOs for CA Appendices
- 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 Cooperative Agreement Training
- Must complete required Annual Training
- Adhere to all Department and State Regulations

MA-614, ACCOUNTS RECEIVABLE (3)

- 3-5 years of experience in accounting, finance or bookkeeping
- 3-5 years of experience with 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
- Basic 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 Grants Management Module, ECC Finance Module, SRM and Data Warehouse)
- 3-5 years of experience billing reimbursable transactions to proper FY
- 3-5 years of experience preparing vouchers for reimbursement
- 3-5 years of experience developing and maintaining spreadsheets for CA Appendices
- 3-5 years of experience reconciling program funds and ULOs for CA Appendices
- 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 Cooperative Agreement Training
- Must complete required Annual Training
- Adhere to all Department and State Regulations

MA-615, ACCOUNTS RECEIVABLE (4)

- 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
- 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 Grants Management Module, ECC Finance Module, SRM and Data Warehouse)

- 5 years of experience billing reimbursable transactions to proper FY
- 5 years of experience preparing vouchers for reimbursement
- 5 years of experience developing and maintaining spreadsheets for CA Appendices
- 5 years of experience reconciling program funds and ULOs for CA Appendices
- Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard
- 5 years of experience composing and maintaining spreadsheets
- Must complete Fiscal Law course
- Must complete Cooperative Agreement Training
- Must complete required Annual Training
- Adhere to all Department and State Regulations

SPECIFIC QUALIFICATIONS:

Accounting experience preferred. Knowledge of computers to include Microsoft Office products. Must possess excellent communication skills both oral and written and work well with others in and out of the department. Strong organizational skills and acute attention to detail. Ability to review documents for accuracy and completeness. Must be able to work independently to meet established deadlines and objectives. Working knowledge of LaGov is preferred. Ability to coordinate with Federal and State agencies. Ability to follow Federal and State regulations. Must complete Cooperative Agreement Training. 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