



LOUISIANA MILITARY DEPARTMENT

LMD-F (Fiscal/Accounting), Jackson Barracks

Accounts Receivable 1, 2, or 3 (Temporary)

50606212

ANNOUNCEMENT NO. 139-2025

OPENING DATE: November 05, 2025

CLOSING DATE: November 12, 2025

***SALARY:**

MA-613 \$35,734 - \$44,346

MA-614 \$38,230 - \$47,445

MA-615 \$40,914 - \$50,752

*Salary indicates typical starting range. Level will be determined by qualifications.

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

Assist with ensuring section documents are maintained, accurately, and processed promptly. Maintain accurate Louisiana Military Department-Fiscal (LMD-F) records. Assist Accounting in researching and pulling check numbers for numerous payments. Assist Accounting in the preparation of making payments (Coding Invoices). Contact vendors for invoices, adjustments and credits for payments. Post publications, policy and command guidance for public display. Retrieve, sort and distribute mail from USPS at Jackson Barracks. Assist with daily and monthly reconciliations. Reconcile state travel credit cards transactions to include LaCarte and Travel. Reconcile State Active Duty Payments and Travel Reimbursements. Verify validity of purchase orders and make necessary corrections. Assist with daily operations. Work with Fiscal Managers (Accounts Receivable (Reimbursement) and Accounts Payable) and staff as directed to perform support functions based on experience with finance, accounting, and/or bookkeeping.

POSITION QUALIFICATIONS:

Working experience with financial reporting, general ledgers, processing transactions, account reconciliation and knowledge of accounting software and data entry preferred. Institutional knowledge of Louisiana Military Department on-boarding and training requirements is desirable. Must be able to demonstrate knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Ability to work independently and in a team setting to meet established deadlines and objectives. Strong organizational skills and attention to detail required. Must possess excellent communication skills both oral and written and communicate effectively with peers, superiors and subordinates. Ability to review documents for accuracy and completeness. Ability to follow Federal and State regulations. Ability to compose and maintain spreadsheets. Ability to operate office equipment.

BENEFITS

Insurance: Medical, Dental, & Vision

Paid Holidays: 10 plus proclaimed

Annual Leave: 96 hours per year with tenure increases

Sick Leave: 96 hours per year with tenure increases

GENERAL REQUIREMENTS:

- 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.
- Must be available to report to duty during emergency or disaster situations.
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

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 12:00 a.m. CST:

Mrs. Dawn Riess

LMD-HR (LANG-JB)

6400 Saint Claude New Orleans, LA 70117

E-mail: dawn.t.riess.nfg@army.mil