LOUISIANA MILITARY DEPARTMENT

LANG-GOHSEP
Accounts Revenue 1, 2, or 3
50401945

ANNOUNCEMENT NO. 015G-2025
OPENING DATE: 2 December 2025
CLOSING DATE: 16 December 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.

BENEFITS

Retirement: LASERS
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

JOB TYPE: Unclassified
Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

The GOHSEP Accounts Revenues Technician performs technical accounting and fiscal support duties involving the receipt, classification, posting, and reconciliation of state and federal funds. Ensures that all revenues, deposits, and credit card transactions are accurately recorded, properly classified, and reconciled in compliance with Louisiana state fiscal policies, Governmental Accounting Standards (GASB), and Louisiana Military Department (LMD) internal controls. This position plays a critical role in maintaining fiscal integrity, supporting transparent financial reporting, and ensuring that the agency's cash flow and revenue records are complete, accurate, and audit-able.

Essential Duties and Responsibilities:
1. Revenue Classification and Processing - Classify and record all incoming funds in accordance with State Financial Accounting Standards, GASB, and agency guidelines. - Process Revenue Journal Vouchers and Z8 actions to ensure proper posting and allocation of funds. - Validate and close vouchers in federal systems of record to ensure proper reimbursement and closure of financial actions. - Maintain a deposit log for all checks, money orders, and EFT receipts, ensuring accuracy and timely deposit.
2. Credit Card Reconciliation and Revenue Verification - Reconcile monthly credit card revenue with Elavon, American Express, and other merchant service providers. - Conduct variance investigations and implement corrective actions prior to final fund classification. - Maintain detailed records of all credit card receipts, chargebacks, and reconciliations. - Ensure accurate posting of credit card transactions to the general ledger (GL) and alignment with state treasury deposits.
3. Fund Collection, Deposit, and Documentation - Receive and log all payments via check, money order, cashier's check, or electronic transfer. - Verify general ledger coding accuracy and ensure all deposit details are entered into the financial system. - Deposit funds via remote capture or direct deposit at authorized financial institutions within required timelines. - Maintain complete deposit packets including deposit logs, supporting documents, and transaction screenshots for review and audit.
4. Fiscal Reporting - Support monthly, quarterly, and annual fiscal reporting, including the Act 587 Status of Accounts and Accounts Receivable reports.

POSITION QUALIFICATIONS:

Preferred:
- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.
- Two (2) years of experience in accounting, fiscal operations, accounts receivable, or financial reconciliation.
- Experience with LaGov/SAP or other state/federal accounting systems.
- Prior experience with credit card reconciliation, journal voucher processing, or fund classification in a state or federal agency

Knowledge, Skills, and Abilities:
- Working knowledge of state accounting systems, fiscal procedures, and OSRAP fiscal policies.
- Knowledge of basic accounting principles, GASB standards, and cash management procedures.
- Ability to reconcile complex accounts and resolve discrepancies accurately and efficiently.
- Proficiency in Microsoft Office applications, especially Excel and Outlook; experience with financial reporting systems preferred.
- Strong analytical, organizational, and problem-solving skills.
- Attention to detail and ability to maintain accuracy under deadlines.
- Effective written and verbal communication skills.
- Ability to work collaboratively within a team environment while maintaining confidentiality and professional integrity.

Licenses and Certifications:
- Must complete LaGov Financial System and Revenue Classification Training within 90 days of hire.

Working Conditions:
- Office-based position (primarily in Baton Rouge) with periodic travel to state facilities.
- May occasionally work extended hours during fiscal year-end or reporting periods
- Must be available to work state emergency “all hazards” response missions
- May be required to relocate to the LMD Emergency Operations Center in Camp Beauregard, Pineville, LA for extended periods of time to support state emergency missions.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- 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 is required for employment.
- 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.
- 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:

Shanice Allen
7667 Independence Blvd.
Baton Rouge, LA 70806
Email: gohsepemployeerelations@la.gov