



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP

Accounts Payable Technician 1, 2, or 3

ANNOUNCEMENT NO. 004G-2026

OPENING DATE: 20 February 2026

CLOSING DATE: 06 March 2026

***SALARY:**

MA-613 \$35,734 - \$60,876

MA-614 \$38,230 - \$65,134

MA-615 \$40,914 - \$69,679

*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:

The Accounts Payable Technician performs a variety of fiscal and administrative duties to support the Louisiana Military Department's accounting and payment functions. This position is responsible for ensuring the timely and accurate processing of invoices, reconciliations, and financial transactions in accordance with state and federal regulations. The incumbent provides technical support to LMD Fiscal - Baton Rouge Managers and other staff to ensure fiscal integrity and compliance across all financial operations. The role requires attention to detail, analytical ability, and proficiency with financial management systems. The Accounts Payable Technician operates in a fast-paced environment where accuracy, accountability, and teamwork are essential to supporting the Department's mission.

Essential Duties and Responsibilities:

Prepare and process payment vouchers, journal vouchers, and Z8 actions in LaGov. Manage accounts for multiple entities and sub-recipients; record entries and maintain accurate tracking records. Monitor project reimbursements and LaGov financial transactions to ensure accuracy and compliance. Develop and maintain spreadsheets, ledgers, and other accounting records related to assigned accounts. Assist Accounts Payable Managers with financial reports and reimbursement requests tracking. Provide requested documentation to internal and legislative auditors. Complete all required training, and promote a harassment-free workplace. Must be available for duty during emergencies or disaster situations. Perform other related duties as assigned to support departmental operations.

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

POSITION QUALIFICATIONS:

- Must possess strong analytical and organizational skills.
- Must have the ability to work independently and in a team environment.
- Must demonstrate effective written and verbal communication skills.
- Must be able to meet established deadlines and objectives with minimal supervision.
- Must demonstrate professionalism, accuracy, and accountability.

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 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