



LOUISIANA MILITARY DEPARTMENT

Budget & Business Analytics, Jackson Barracks

Budget Analyst 1 (Temporary)

#50589168

ANNOUNCEMENT NO. 033-2026

OPENING DATE: February 19, 2026

CLOSING DATE: March 05, 2026

***SALARY:**

MA-616 \$43,784 - \$62,455

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

*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:

Assists the Budget team with the collection, coordination, review and processing of Federal Cooperative Agreements. Enter and make adjustments for the Federal Cooperative Agreements into the LaGov SAP grant module for both LANG and Education programs. Assists the Budget team with the coordination, preparation and/or review of the Agency final budget request by performing research and gathering budgetary data from program and organizational managers. Assists in providing cursory review of monthly operations to ensure proper transactions have taken place and coordinate with appropriate staff to make necessary corrections. Be prepared to provide support to the Budget Officer in the Emergency Operations Center during emergency missions. Responsibilities include: Obtain Request for Assistance (RFA) documents from JOC for each mission. Assist Budget Officer in preparing a LSS summary for CUB/BUB/SUB and WEBEOC updates. Assist in the daily expenditure/obligations and transaction summary. Assist in the purchase order listing and encumbrance/good receipt report for quality assurance tracking. Assists the Budget team in the preparation, monitoring, reconciliation, auditing, and forecasting of revenues, expenditures, and budgets for assigned organizations/cost centers. Assist Budget team in analyzing existing budgets on both departmental and organizational levels requiring excellent attention to detail and financial literacy. Monitor, update and distribute the LaGOV Coding Guide as needed for Fund code changes. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Required Education: Three years of experience and/or college education in a business related field may be substituted to meet educational requirements. Prefer experience with performance-based budgeting. Requires a high level of analytical skills and ability to review previous budgets and financial reports. Experience using Word, PowerPoint, Access, and Outlook. Intermediate skills in Microsoft Excel using Pivot Tables, VLOOKUP and SUMIF/SUMIFS functions, and Conditional Formatting. (Will be asked to demonstrate ability at interview).

Preferred Education: Bachelor's degree with concentration in areas of accounting, auditing, budgeting, purchasing, human resource, planning, research, and analysis or financial services. Experience with SAP Business Objects, SAP HR, SAP SRM and SAP ECC or comparable financial/ purchasing/ contracting/ human resource tracking system. Overall knowledge of Federal/State cooperative agreements.

Equal Opportunity Employer and State as a Model Employer (SAME)

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:

SFC Juan Rossell

LMD-HR (Jackson Barracks)

6400 Saint Claude New Orleans, LA 70117

Email: juan.c.rossell.mil@army.mil