



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Camp Beauregard, Pineville, LA
Fiscal Technician 2

50383169



ANNOUNCEMENT NO.079-2026

OPENING DATE: May 20, 2026

CLOSING DATE: May 27, 2026

***SALARY:**

MA-617 \$46,842 - \$66,832

*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.

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

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Provide Director with relevant financial data necessary for budgetary decisions to include preparation of current financial reports as well as summaries and forecasts for future growth and general economic outlook. Make data and budget/funding submittal to NG-J1-Y to meet Cooperative Agreement required deadlines and requests for data. Communicate budget status between NG-J1-Y, United States Property and Fiscal Officer, Grants Officer Representative. Prepare J6 voucher for corrections to forward to LMD-F. Review and correct all federal vouchers submitted to USPFO. Attend all YCP budget meetings, conferences, and trainings. Coordinate and support all YCP-CB Leads regarding their specific budget. Attend all State meetings with LMD that require YCP Budget personnel. Prepare, create, and work with Director to produce an accurate forecast for upcoming fiscal year monies for budget submittal. Responsible for keeping track of a \$9,000,000.00 budget and insuring YCP-CB program stays in compliance with expenditures. Monitor the status of funds with respect to authorized budget. Analyze expenditures and revenues to identify trends and potential funding problems. Reconcile monthly credit card statements, expenses and encumbrances. Prepare quarterly reports. Prepare Impress Fund Checks and pay vouchers for reimbursement. Review and input all bi-weekly payroll reports for YCP-CB and make necessary corrections. Review, code, calculate, and prepare BP's for Dining Facility. Review and code travel vouchers for reimbursement. Review and enter state and federal codes and process 101's. Review payroll reimbursement reports. Review, add coding, and create report for monthly expenses. Enter data on total expenditures and encumbrances into the Budget Accounting System. Enter data for monthly charges, recruiters travel, and other expenses.

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

POSITION DESCRIPTION CONT:

Enter data for monthly charges and expenses from recruiters into Budget Accounting System. Enter payroll in the Budget Accounting System. Maintain and improve budget program currently in place to ensure data is not loss. Prepare 270's on time with no errors and ensure timely turn in to LMD. Prepare budget execution plans for LMD so that they can track future projects and ensure funding is available. Any other duties assigned.

POSITION QUALIFICATIONS:

Must have experience with state and federal expenditures. Must have current Fiscal Law Certificate within the past 3 years. Must have at least 3 years experience working with cooperative agreements. Experience in financial management. Excellent analytical and organizational skills. Excellent verbal and written communications skills. Knowledge of computer applications to include Microsoft Office Programs with expertise in Excel. Willingness to follow recommended procedures, be honest, have patience, have good people skills, and be a team player.

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. Ceann Jackson
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: ceann.j.jackson.nfg@army.mil