



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP

Deputy Director (Budget)

ANNOUNCEMENT NO. 126-2026

OPENING DATE: 22 July 2026

CLOSING DATE: 29 July 2026

***SALARY:**

MA-622 \$65,728 - \$130,053

*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:

Provide support to Director of Budget during normal operations and supervises Cooperative Agreements/Grants Manager & Federal Funding Program Manager. Primary POC for Budget information for GOHSEP. Provide budget program figures for BA-22 preparation by Purchasing and Contracting staff. Review and approve BA-22s to ensure "the aforementioned contract will not cause the agency/program to be placed in an Object Category deficit." Attends meetings/teleconferences. Provide support to Director of Budget for direct interface with State Government to include the Office of Planning and Budget (OPB), Office of Statewide Reporting and Accounting (OSRAP), State Treasury Office (STO) and the Legislative Fiscal Office (LFO). Prepare the Agency annual state budget request. Receive annual Agency budget appropriation and allocate it to the Program and Cost Center level based on current budgetary limits/requirements. Prepare, distribute, and review monthly Spending Execution Plans. Prepare and distribute monthly PBAC slide decks, Executive Summary slides, and Budget Roll-up workbooks. Recommend mid-year budget adjustments (BA7) and other adjustments as necessary to the Program Directors. Prepare budget adjustment forms and create documents (FMBB) in LaGov for OPB, OSRAP & STO review and approval. Provide technical assistance to Program Directors in areas of budgeting, finance, funding allocation and internal controls. Provide ad hoc reports and analysis to Program Directors, Deputy Directors and various sections as requested. Provide cursory review of monthly operations to ensure proper transactions have taken place. Special Projects as assigned by GOHSEP/LMD Administration. During Emergency Activation, works directly with GOHSEP's Deputy Director completing various tasks as assigned. Perform other duties as assigned.

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:

Education and Experience

Applicants must meet one of the following:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, Economics, Mathematics, or a closely related field and six (6) years of progressively responsible professional experience in governmental budgeting, financial management, accounting, fiscal administration, or a related field, including at least two (2) years in a supervisory or management capacity; or
- Associates degree in one of the above fields and eight (8) years of progressively responsible related experience, including supervisory responsibility; or
- High school diploma or equivalent and ten (10) years of progressively responsible experience in governmental budgeting, finance, accounting, or fiscal administration, including supervisory responsibility.

Required Qualifications

- Knowledge of Louisiana state budget processes and financial reporting requirements.
- Experience developing, managing, and monitoring annual operating budgets.
- Knowledge of governmental budgeting principles, accounting standards, financial reporting, and internal controls.
- Experience in developing spending plans, and budget adjustments.
- Experience analyzing financial data, preparing executive-level reports, and budget/fiscal recommendations.
- Experience working with enterprise financial management systems such as LaGov.
- Experience supervising professional fiscal, budget, accounting, or grants management staff, including assigning work, evaluating performance and mentoring employees.
- Advanced proficiency with Microsoft Excel, including pivot tables and complex formulas, as well as Microsoft Word and PowerPoint.
- Ability to interpret and apply applicable federal and state laws, regulations, policies, and fiscal procedures.
- Excellent analytical, organizational, problem-solving, and strategic planning skills.
- Excellent written and verbal communication skills with the ability to present complex financial information to executive leadership, state agencies, and other stakeholders.
- Demonstrated ability to manage multiple priorities, meet strict deadlines, exercise sound judgment, and maintain confidentiality.

Preferred Qualifications

- Eight (8) or more years of progressively responsible experience in governmental budgeting, financial management, or grant/fiscal administration.
- Experience preparing and managing state appropriations, operating budgets, and legislative budget requests.
- Experience working directly with state oversight agencies such as the Office of Planning and Budget (OPB), Office of Statewide Reporting and Accounting Policy (OSRAP), State Treasury or comparable governmental entities.
- Experience preparing budget adjustment requests, expenditure plans, financial projections, and executive budget presentations.
- Experience using Louisiana's LaGov financial management system, including FMBB budget functions.
- Experience supporting executive leadership with strategic financial planning, budget execution, and fiscal policy development.
- Experience overseeing federal grants, cooperative agreements, or disaster recovery funding.
- Knowledge of federal grant regulations, including Uniform Guidance (2 CFR Part 200), grant reimbursement processes, and audit compliance.
- Experience supporting financial audits, fiscal year-end closeout activities, and compliance reporting.
- Experience working in emergency management, homeland security, public safety, or another governmental agency operating in a dynamic emergency response environment.

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