

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Accounts Payable 2, 3 or 4

ANNOUNCEMENT NO. 284-2022

***SALARY:** MA-613 / Minimum \$34,590 / Maximum \$68,099 annually
MA-614 / Minimum \$37,003 / Maximum \$72,862 annually
MA-615 / Minimum \$39,603 / Maximum \$77,958 annually

**The level at which the vacancy is filled will be determined by the qualifications of the candidate selected.*

LOCATION: LA Military Department, LMD-F, Jackson Barracks, New Orleans, Louisiana

OPEN: 25 October 2022

CLOSE: 9 November 2022

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures)

a. **SPECIFIC:**

Accounts Payable 2, MA-613 – Preferred experience in accounting, finance or bookkeeping. Preferred experience with financial reporting and general ledgers. Knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Preferred experience with accounting software and data entry. Preferred experience managing accounts payable for vendors. Preferred experience paying invoices timely and accurately. Preferred experience processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling accounts. Preferred experience reconciling credit cards statements. Preferred experience processing travel vouchers for payment/reimbursement. Ability to work independently and in a team setting. Must possess analytical and organizational skills. Must possess strong written and verbal communication skills. Must have ability to work and communicate effectively with peers, superiors and subordinates. Must be able to work independently to meet established deadlines and objectives. Preferred knowledge of the LaGov system (ECC Finance Module, SRM and Data Warehouse). Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard Preferred experience composing and maintaining spreadsheets. Must complete Fiscal Law course. Adhere to all Department and State Regulations.

Accounts Payable 3, MA-614 – Associate Degree in Accounting or Finance. Three to five years of experience in accounting, finance or bookkeeping. Three to five years of experience in accounting, financial reporting and general ledgers. Demonstrated knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Three to five years of experience with accounting software and data entry. Three to five years of experience managing accounts payable for vendors. Three to five years of experience paying invoices timely and accurately. Three to five years of experience processing transactions and performing accounting duties such

as account maintenance, recording entries and reconciling accounts. Three to five years of experience reconciling credit cards statements. Three to five years of experience processing travel vouchers for payment/reimbursement. Demonstrated knowledge of SAP/ERP Systems. Ability to work independently and in a team setting. Must possess analytical and organizational skills. Must possess strong written and verbal communication skills. Must have ability to work and communicate effectively with peers, superiors and subordinates. Must be able to work independently to meet established deadlines and objectives. Three to five years of experience with the LaGov system (ECC Finance Module, SRM and Data Warehouse). Three to five years of experience billing reimbursable transactions to proper FY. Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard. Three to five years of experience composing and maintaining spreadsheets. Must complete Fiscal Law course. Adhere to all Department and State Regulations.

Accounts Payable 4, MA-615 – Bachelor's or Master's Degree in Accounting or Finance. Five years of experience in accounting, finance or bookkeeping. Five years of experience with financial reporting and general ledgers. Demonstrated knowledge of Windows and Office Programs (Word, Excel, Access, PowerPoint and Outlook). Five years of experience with accounting software and data entry. Five years of experience managing accounts payable for vendors. Five years of experience paying invoices timely and accurately. Five years of experience processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling accounts. Five years of experience reconciling credit cards statements. Five years of experience processing travel vouchers for payment/reimbursement. Demonstrated experience with SAP/ERP Systems. Ability to work independently and in a team setting. Must possess analytical and organizational skills. Must possess strong written and verbal communication skills. Must have ability to work and communicate effectively with peers, superiors and subordinates. Must be able to work independently to meet established deadlines and objectives. Five years of experience with the LaGov system (ECC Finance Module, SRM and Data Warehouse). Five years of experience billing reimbursable transactions to proper FY. Experience working with structure/functions of the Department of Military Affairs and the Louisiana National Guard. Five years of experience composing and maintaining spreadsheets. Must complete Fiscal Law course. Adhere to all Department and State Regulations.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Manage accounts for separate entities and vendors. Ensure that invoices are paid timely and accurately. Ensure that purchase orders, prices and terms of payment match supporting documentation required for purchase. Process transactions. Perform accounting duties such as account maintenance, recording entries and reconciling accounts. Reconcile credit card statements. Process travel vouchers for payment/reimbursement. Provide administrative support to other employees within the section.

Maintain open lines of communication with Program Mangers, Budget/Fiscal Techs and State Military Department employees in order to ensure timely and accurate payment of invoices. Compose and maintain spreadsheets and other documents for assigned accounts. Attend monthly PBAC and encumbrance reviews to aid in the management of payments. Identify the need for and coordinate journal vouchers to ensure corrections are processed to appropriate fund codes. Provide requested documentation to Internal and Legislative Auditors Develop financial management reports to support Program Managers during the budget development process. Perform other duties as assigned.

5. **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). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Mrs. Dawn Riess
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