



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Camp Beauregard, Pineville, LA

Budget Analyst 1, 2, or 3

#50306240



ANNOUNCEMENT NO. 151-2026

OPENING DATE: August 20, 2026

CLOSING DATE: August 27, 2026

***SALARY:**

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

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

MA-618 \$50,128 - \$71,521

*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:

Works in coordination with YCP-CB Fiscal Technician to 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. Helps make data and budget/funding submittal to NG-AY-J1 to meet Cooperative Agreement required deadlines and requests for data. Communicates budget status between NG-AY-J1, United States Property and Fiscal Officer, Grants Officer Representative. Works in coordination with YCP-CB Fiscal Technician to prepare J6 vouchers for corrections to forward to LMD-F and reviews and corrects all federal vouchers submitted to USPFO. Attends as needed, YCP budget meetings, conferences, and trainings. Helps coordinate and support all YCP-CB Leads regarding their specific budget. Attends as needed, State meetings with LMD that require YCP Budget personnel. Works with YCP-CB Fiscal Technician on SEPs to produce an accurate forecast for upcoming fiscal year monies to ensure all data is accurate for LMD Fiscal. Tasked in helping with the overall accountability and compliance of more than 1.5 million dollars between our 3 STARBASE Sister Programs. Will provide technical assistance to the principle budget manager for Educational Programs on matters relevant to budget activates, this includes high-interest items, completions, and problems as needed. Will extract information and prepare portions of reports/memorandums between 3 YCPs and 3 SB programs to include the Department of Education Breakfast Lunch Nutrition Program and budget adjustment forms.

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

POSITION DESCRIPTION CONT.

Will help keep track of and help with the analysis of a \$9,000,000.00 budget and insuring YCP-CB program stays in compliance with expenditures. Works in conjunction with YCP-CB Fiscal Technician to monitor the status of funds with respect to authorized budget and will analyze expenditures and revenues to identify trends and potential funding problems. Will help with reconciling monthly credit card statements, expenses, and encumbrances. Examine financial statements to ensure that they are accurate and comply with laws and regulations. Maintain accurate data for each YCP and SB to include CA Grantee documents, NG-AY-J1 funding contributions. Perform advanced accounting requests and budget analytics for program director. Make necessary decisions to implement fiscal requirements based on current dynamics. Guide and assist program directors, deputy directors, and budget officers with fiscal changes. Suggest ways to reduce costs, enhance revenues, and improve efficiency. Help with the review of all bi-weekly payroll reports for YCP-CB and make necessary corrections. Help with reviewing and coding travel vouchers for reimbursement. Help with reviewing and entering state and federal codes and processing 101's. Help with reviewing payroll reimbursement reports and coding or creating monthly expense reports. Maintain and improve budget program currently in place to ensure data is not loss. Help prepare 270's on time with no errors and ensure timely turn in to LMD for YCP and help SB. Help prepare budget execution plans for LMD so that they can track future projects and ensure funding is available to include help with the Director on CB-8s. Stay updated with current NGB requirements and State Policies and Procedures. Coordinate on behalf of YCP and SB with LMD in preparation of State allocations, called House Bill One (HB1). Observe and assist in the day-to-day tasks related to the budget process tracking Federal and State funding and assist in YCP and SB budget development and execution. Perform other duties as 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:

Mr. Timothy Groh
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: timothy.j.groh.nfg@army.mil