



**STATE OF LOUISIANA**  
invites applications for the position of:  
**Accountant 1-3**

An Equal Opportunity Employer

**OPENING DATE:** Fri. 06/03/22

**CLOSING DATE:** Fri. 06/17/22 11:59 PM Central Time (US & Canada)

**SALARY:** \$15.54 - \$30.60 hourly  
\$2,694.00 - \$5,304.00 monthly

**JOB TYPE:** Classified

**LOCATION:** New Orleans, Louisiana

**SUPPLEMENTAL INFORMATION:**

**No Civil Service test score** is required in order to be considered for this vacancy.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

\*Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.\*

For further information about this vacancy contact:

Madriana Montes  
Orleans Levee District  
mmontes@floodauthority.org  
504-286-3112

**QUALIFICATIONS:**

**QUALIFICATION REQUIREMENTS:**

**MINIMUM QUALIFICATIONS:**

A baccalaureate degree with twenty-four semester hours in accounting.

**SUBSTITUTIONS FOR DEGREE AND TWENTY-FOUR HOURS IN ACCOUNTING:**

A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting.

**SUBSTITUTIONS FOR DEGREE ONLY:**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree (not the 24 hours in accounting).

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree (not the 24 hours in accounting) as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

**JOB CONCEPTS:**

Function of Work:

To provide professional accounting services.

Level of Work:

Entry.

Supervision Received:

Generally from higher-level fiscal or administrative supervisor.

Supervision Exercised:

None.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Differs from Accountant Technician by presence of professional level accounting duties.

Differs from Accountant 2 in that the duties are less complex. See allocation criteria memo for details.

**EXAMPLES OF WORK:**

Prepares required financial statements and fiscal reports which include the compilation and analysis of data for monthly, quarterly, and annual reports.

Communicates with public and private accountants; state, federal, and independent auditors; banks; brokerage firms; program or management personnel; and vendors for the purpose of providing information and technical assistance needed to resolve problems.

Maintains cash management records, including funds drawn and received, funds disbursed by sources, deposits of funds, issuance of refunds, and classifies revenue as to sources of funding and expenditures as to their nature.

Prepares, monitors, reconciles, audits, and forecasts revenues, expenditures, and budgets.

Reviews and approves purchases and contracts.

Participates in the development of new accounting techniques in the design and implementation of accounting subsystems, compilation of manuals for accounting and computer application, and preparing managerial reports.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/louisiana/default.cfm>

Job #157390  
ACCOUNTANT 1-3  
JD

OUR OFFICE IS LOCATED AT:  
For agency contact information, please refer to the supplemental information above.  
Louisiana State Civil Service, LA 70802  
(866) 783-5462  
[jobs@la.gov](mailto:jobs@la.gov)

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**Accountant 1-3 Supplemental Questionnaire**

\* 1. Do you have twenty-four (24) semester hours in accounting?

Yes  No

\* 2. Do you have a certified public accountant (CPA) certificate?

Yes  No

\* Required Question