

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50493628

Allocation Action:	Affirmed
Official Allocation:	BUDGET ADMIN 1
Job Code:	139790
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/04/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	167610
Consultant:	SLP
Supervisor:	JLR



POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL

☐ CAREER
PROGRESSION GROUP

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

POSITION NUMBER

☐ NEW POSITION

0A04

50493628

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

Budget Administrator 1

AS-620

139790

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50025982

COST CENTER NUMBER /FUND

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Brown, Laurie

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Accounting/ Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Accountant Administrator 4

DIRECT SUPERVISOR'S POSITION NUMBER

50336261

HUMAN RESOURCES EMAIL

dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF

☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

2

NUMBER OF
DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

E. KEITH CUNNINGHAM, JR
EXEC DIRECTOR

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

7/31/20

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

- 30%** Provides professional assistance, analyses, and information to management and staff. Advises the Chief Financial Officer on budgetary matters, including, but not limited to, preparing budget statements, forecasts and projections, making budget presentations, managing budget performance, working with department staff to ensure compliance with budgetary rules/ procedures; and advising departmental staff of budgetary matters.
- 25%** Manages and monitors ongoing budget administration activities including monthly budget versus actual analysis and reporting and corrective action recommendations.
 - Supervises and participates in budget studies and analyses.
 - Monitors and approves fund transfers and purchase requisitions.
 - Reviews and approves proposed encumbrances.
- 15%** Assists with the management of the annual budget process, including monthly expenditure monitoring, the mid-year budget review, year-end transfer process, and funds carry-over process.
 - Reviews multi-year financial trends and prepares related analytical reports for management review.
 - Participates in a variety of meetings and committees for the purpose of identifying issues, developing recommendations and supporting other management staff.
- 10%** Works with program administrators to develop budgets for grant proposals and new programs.
- 10%** Prepares a wide variety of materials (annual budgets, financial statements, reports) to document activities and issues, meet compliance requirements, and/or provide supporting materials for requested actions.
- 5%** Conducts internal audits (general and specific funds) to ensure program operations are within budget and in accordance with fiscal practices.
- 5%** Performs any other duties as assigned.

Louisiana Housing Corporation – Accounting

03/2020

