



SENATE HUMAN RESOURCE SERVICES

Applicants sought for

Accountant 1

The Senate is seeking to fill a position of Accountant 1 for the Senate Accounting Services Office.

Examples of Work:

- Prepares, reconciles, and remits payment of payroll taxes.
- Assists with reconciliation of monthly bank statements.
- Assists with quarterly and yearly tax documents, not limited to W2s and 1099s.
- Assists external auditor by preparing schedules and gathering documents.
- Gathers, organizes, and duplicates information needed for public records requests.

In order to be considered for the position you must meet the following academic/experience criteria:

- B.A. degree from a recognized college or university with a major in accounting.
- One year of professional experience in accounting or financial auditing.

Substitution available for the above two requirements:

- B.A. degree with a minimum of 18 semester hours of accounting plus two years of professional level experience in accounting or financial auditing.

Substitution available for the one-year experience requirement:

Master's degree in accounting, business administration, or finance.

If you desire to be considered for the position of Accountant 1, please complete a [Senate Application](#) and email or hand deliver it to Senate Human Resources, Capitol Annex, Room B9, SenateJobApplications@legis.la.gov by 4:00 pm, September 29, 2023.