



LOUISIANA ATTORNEY DISCIPLINARY BOARD

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Job Announcement—Accountant (A/P and Payroll) Louisiana Attorney Disciplinary Board

The Louisiana Attorney Disciplinary Board (LADB), an agency of the Louisiana Supreme court, is seeking to fill an upcoming vacancy in the position of Payroll and Accounts Payable Accountant. Key responsibilities include:

- Maintain the general ledger, including preparation and posting of journal entries for assets, liabilities, revenues, and expenses, independently manage monthly, quarterly, and year-end close processes, reconcile key accounts, including fixed assets, and benefits-related accounts, and prepare financial statements and supporting schedules for internal and external reporting.
- Oversee full-cycle accounts payable process, including invoice review, coding, entry, and payment processing, ensure proper approvals and adherence to internal controls, maintain vendor records and support audit documentation related to disbursements
- Process payroll and ensure compliance with applicable wage and tax regulations, record payroll-related journal entries and reconcile payroll accounts, administer benefits-related accounting, including allocations and reconciliations, and coordinate retirement contributions, including retirement transfers
- Assist in the preparation and monitoring of the annual budget, track actual results against budget and analyze variances, support cash flow monitoring and financial projections
- Participate in the annual audit process and serve as primary point of contact for external auditors, prepare audit schedules, supporting documentation,

and required analyses, ensure compliance with organizational policies, regulatory requirements, and accounting standards

- Maintain fixed asset records, including capitalization and depreciation, prepare and record monthly accruals, amortizations, and adjusting entries, perform expense allocations, including benefits and shared costs between entities
- Utilize and maintain accounting systems (Microsoft Dynamics GP, formerly Great Plains) and related tools, identify and implement process improvements to strengthen internal controls and efficiency

Qualifications

An associate or bachelor's degree in Business, Accounting or related field, or extensive practical experience are highly relevant to this role.

As an alternative to the above educational requirement, extensive practical experience over and above the minimum stated below may be substituted.

Minimum 3-5 years of progressive accounting experience (governmental or nonprofit experience preferred), experience with payroll and accounts payable required.

A strong experience with financial reporting, budgeting, and audit coordination, proficiency in Microsoft Dynamics GP, or similar ERP systems, and Excel, experience with Cognito Forms and Monday.com or similar form and workflow tools, and Strong attention to detail, organizational skills, and ability to manage multiple priorities—are preferred. A background check is required.

The LADB is committed to providing equal employment opportunities to qualified persons. Salary \$58,000-\$63,000 DOE; excellent benefits package.

To apply, email a letter of interest, current resume with at least two professional references with contact information to: RESUME@LADB.ORG. Applications will be accepted until the position is filled.