

Staff Accountant  
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=262866>

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Posted Sep. 23, 2025, set to expire Jan. 23, 2026

<b>Job Title</b>	Staff Accountant
<b>Department</b>	East Baton Rouge Parish
<b>Institution</b>	LSU AgCenter Baton Rouge, Louisiana
<b>Date Posted</b>	Sep. 23, 2025
<b>Application Deadline</b>	Oct. 10, 2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Agricultural - General
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<b>Job Description</b>	

## POSITION VACANCY ANNOUNCEMENT

The LSU Agricultural Center is a statewide organization with offices in every parish of Louisiana. We are currently seeking extraordinary candidates for the position outlined below. This position will be domiciled in Baton Rouge, Louisiana.

**About the LSU Agricultural Center:** The [LSU AgCenter](#) is one of 8 campuses within the LSU enterprise. The LSU AgCenter includes the Louisiana Agricultural Experiment Station, which conducts agricultural-based research, and the Louisiana Cooperative Extension Service, which extends the knowledge derived from research to the people of the state. The AgCenter is headquartered in Baton Rouge and has 12 academic departments and five regions which are made up of 15 branch research

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stations and an extension office in each parish. More information can be found at [www.lsuagcenter.com](http://www.lsuagcenter.com).

**Position Description:** The Staff Accountant position's primary purpose is the audit and approval of travel expense reports and expense reports for LaCarte credit card transactions. This position reports to the Director of Accounting Services. Specific duties are as follows:

- Audits and approves expense reports submitted for travel expenses incurred by employees and non-employees. Audit is performed in accordance with federal, state, and university laws, regulations, policies, and procedures. Ensures adequate documentation is included and proper unit approvals are provided. Communicates explanation of all audit exceptions to travelers and confers with employees on the allowability of expenses and the status of travel expense reports. Reports issues of concern to higher level Accounting Services staff.
- Audits and approves expense reports for LaCarte credit card transactions including related supporting documentation. Ensures compliance with University LaCarte Card Program Policy and procurement regulations and guidelines. Verifies accuracy and appropriateness of amounts, purpose, and funding source. Ensures adequate documentation is included. Exercises judgment in application of regulations and required information. Ensures proper unit approvals are provided. Monitors outstanding LaCarte transactions in an effort to ensure that associated expense reports are submitted in a timely manner in accordance with the University LaCarte Card Program Policy. Runs monthly reports and communicates with cardholders who have outstanding transactions requesting that they submit expense reports in accordance with prescribed deadlines. Reports issues of concern to higher level Accounting Services staff.
- Provides guidance to faculty, staff, unit liaisons, unit heads, and administrative officials relative to the above functions. Recommends communications to be issued in response to changes or areas where additional training is needed. Assists in trouble-shooting and problem resolution. May train new unit personnel. May make presentations at meetings such as orientation and office manager workshops. May represent Accounting Services on various committees and at various meetings. Learns and/or stays up to date with the Workday ERP to accomplish work.
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Completes the annual property inventory for LSU AgCenter Administrative Services.

- Performs other duties as assigned.

**Qualification Requirements:** Baccalaureate degree, preferably in a related field. Experience in the public sector and/or a university setting is desirable. Must have excellent interpersonal, administrative, and organizational skills, along with strong computer skills.

LSU and the AgCenter are dedicated to fostering an environment where our employees feel appreciated for their skills and individual qualifications. If a candidate does not meet the minimum qualifications listed but has other qualifications or substantial experience related to the key responsibilities, we encourage them to apply (per La. RS 42:36).

**Date Available:** Upon completion of the selection process.

**Application Deadline:** October 10, 2025 or until a suitable candidate is identified.

**Application Procedure:** Qualified candidates must apply online using the [LSU Workday Careers site](#) (or through Workday for internal applicants) by attaching file(s) containing a curriculum vita, a letter of application, official university transcripts, and two letters of reference. Questions about the online application system should be directed to the HRM Office at 225/578-0324 or [hrmhelp@agcenter.lsu.edu](mailto:hrmhelp@agcenter.lsu.edu). (Paper, faxed, or emailed application materials will not be accepted.) In lieu of attaching the letters of reference, they may be sent directly to:

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Jan Bernath, Director

Accounting Services

LSU AgCenter

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Phone: 225-578-4645

Website: [www.lsuagcenter.com](http://www.lsuagcenter.com)

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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