

**MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P O BOX 123 – MONROE LA - 71210-0123**

**NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF
BUDGET AND ACCOUNTING ADMINISTRATOR – FIRE**

A written examination will be given in approximately ninety (90) days on a competitive basis to approved applicants for the purpose of placing names on the police services competitive employment list for the class of Budget and Accounting Administrator in accordance with the provisions of the Municipal Fire & Police Civil Service Law and the rules of the Monroe Municipal Fire & Police Civil Service Board.

Application may be obtained from the Administrative Office of the Monroe Fire Department, 1810-A Martin L. King, Jr., Blvd. in Monroe, LA between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM. Application and job description are also available on the Office of State Examiner Fire and Police Service website at www.ose.louisiana.gov under the Jurisdictions/Monroe/Classification Plan tab. Study guide is available by request at monroecivilservicebd@gmail.com

Completed applications **MUST** include copy of birth certificate, driver's license, high school, home school and/or college diploma, DD-214 (if applicable) and a **SELF ADDRESSED STAMPED ENVELOPE**. Application must be received in the Fire Department Administrative Office prior to **4:00 PM on Tuesday, March 18, 2025**.

Approved applicants will be notified of the time and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.
- Must possess a valid driver's license.
- **MUST MEET ONE OF THE FOLLOWING**: Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
Must also have at least five (5) years of work experience in positions involving accounting, budgeting, or payroll duties **OR** must have a bachelor's degree in accounting or business administration.

By direction of the Chairman Hardeman Cordell

Beverly Stewart
Board Secretary

POSTING DATES
February 26, 2025 – March 18, 2025

**DO NOT REMOVE BY ORDER OF
MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER