

**ST. TAMMANY FIRE PROTECTION DISTRICT NO. 4 CIVIL SERVICE BOARD**  
**NOTICE OF A COMPETITIVE ACCOUNTS PAYABLE ADMINISTRATOR EXAMINATION**

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the competitive employment list for the class of Accounts Payable Administrator in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of **St. Tammany Fire Protection District No. 4** Civil Service Board.

Application forms may be obtained from the following, **Paula Maggiore**, the Secretary to the Civil Service Board, at **709 Girod Street Mandeville, LA 70448 between the hours of 8am to 4pm** or you may download the Application Form at [www.mandevillefire.com/employment-opportunities/](http://www.mandevillefire.com/employment-opportunities/).

Completed applications and the required attachments must be received by **Paula Maggiore and/or Fire Chief Norton**, at **709 Girod Street Mandeville LA 70448 Monday through Friday between the hours of 8am and 4pm with the application deadline time of February 6, 2026 at 4:00pm**. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

- 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 be at least eighteen (18) years of age.
- Must possess a valid driver's license.
- Must possess 1-3 years of accounting or related experience.
- Must be proficient in QuickBooks, Excel, and Microsoft Office.

Applicants must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate 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.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation

By direction of the chairman:

Paula M. Maggiore, Secretary

Post at all stations January 26, 2026, through February 06, 2026

**DO NOT REMOVE BY ORDER OF  
St. Tammany Fire Protection District No. 4 CIVIL SERVICE BOARD**

**STFPD#4 IS AN EQUAL OPORTUNITY EMPLOYER**