



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: ACCOUNTS PAYABLE CLERK

DEPARTMENT: CHITIMACHA FINANCE DEPARTMENT

JOB SUMMARY: Performs a variety of accounts payable and related functions associated with the daily fiscal operations of the Tribe.

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** two (2) years of relevant accounts payable, bookkeeping, accounting, payroll, accounts receivable, clerical accounting, or closely related experience.

ADDITIONAL REQUIREMENTS:

- Must be able to successfully pass a background screening/investigation.
- Valid driver's license required.
- Pre-employment and random drug screen.

BENEFITS: Medical Insurance (Federal Program), Dental / Vision Insurance, Critical Illness Insurance, 401(k) Employer Match, Paid Time Off (PTO), Employee Discounts, Employer Paid Life Insurance, Short Term / Long Term Disability and Life Insurance.

HOW TO APPLY: View our website, www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

CLOSING DATE: FRIDAY, APRIL 26, 2024.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).