



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: GENERAL LEDGER CLERK

DEPARTMENT: CHITIMACHA FINANCE DEPARTMENT

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

MINIMUM QUALIFICATIONS: Associate's Degree in Accounting, Business, or related field and Five (5) years' clerical, accounting, financial, or related experience OR Ten (10) years of relevant finance experience

ADDITIONAL REQUIREMENTS:

- Pre-employment and random drug screens.
- Must be able to successfully pass a background screening/investigation.
- Valid driver's license is required when driving vehicles for work-related purposes.

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

CLOSING DATE: MONDAY, AUGUST 11, 2025.

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).