



## CHITIMACHA TRIBE OF LOUISIANA

**TITLE OF POSITION:** GENERAL LEDGER CLERK

**DEPARTMENT:** CHITIMACHA FINANCE DEPARTMENT

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**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.

**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:** View our website, [www.chitimacha.gov](http://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 25, 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).