



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: FINANCIAL COMPLIANCE ASSISTANT

DEPARTMENT: ADMINISTRATION

JOB SUMMARY:

This role supports the Chief Financial Officer in managing the Tribe's 401(k) plan, risk management, and insurance coverages and claims in alignment with established policies, procedures, regulations, and ordinances.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in Business Management preferred AND (5) years of experience performing in an executive level capacity.

ADDITIONAL REQUIREMENTS:

- Must be able to successfully pass a background screening/investigation.
- Pre-employment and random drug screen.
- 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, 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, FEBRUARY 28, 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).