



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: BUDGETS & CONTRACTS ANALYST

DEPARTMENT: BUDGETS & CONTRACTS DEPARTMENT

JOB SUMMARY: Facilitates the planning, organization, and administration of grants and contracts; monitors grants to ensure compliance with timelines, requirements, and established laws and regulations. Creates and monitors federal and tribal budgets.

EDUCATION AND/OR EXPERIENCE: Bachelor's Degree in Community Development, Planning, Finance, Accounting, Business Administration, or related field OR Ten (10) years of relevant experience.

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, SEPTEMBER 06, 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).