



## **CHITIMACHA TRIBE OF LOUISIANA**

**TITLE OF POSITION:** BUDGETS & CONTRACTS ANALYST

**DEPARTMENT:** BUDGETS & CONTRACTS DEPARTMENT

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**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 and preferably three (3) years of grant compliance.

**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](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, JUNE 28, 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).