

Position Announcement:

Chitimacha Finance Department Accounts Payable Clerk

SUMMARY: This position performs a variety of accounts payable and related functions associated with the day-to-day fiscal operations of the Tribe.

EDUCATION AND/OR EXPERIENCE: A high school diploma or GED **AND** two (2) years of relevant accounts payable, bookkeeping, accounting, payroll, accounts receivable, clerical accounting or closely related experience.

Subject to Pre-employment and Random Drug Testing; a Background Investigation will be required and preference will be given to qualified Native American.

TO APPLY:

View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be:

Wednesday, January 24, 2018.

