

Position Announcement:

Chitimacha Finance Department

Finance Office Assistant

SUMMARY: This position performs a variety of clerical functions associated with the day-to-day and overall operation of the Chitimacha Finance Department.

EDUCATION AND/OR EXPERIENCE:

A high school diploma or GED **AND** one (1) year of relevant clerical, financial clerical, secretarial or customer service experience

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS; SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING AND A BACKGROUND INVESTIGATION WILL BE REQUIRED.

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: **Friday, November 16, 2018.**

