



CHITIMACHA TRIBE OF LOUISIANA

TITLE OF POSITION: BUDGETS & CONTRACTS COORDINATOR

DEPARTMENT: BUDGETS & CONTRACTS

The Chitimacha Tribe of Louisiana is a federally recognized Tribe located on the Chitimacha Reservation near Charenton, Louisiana. We are a Sovereign Nation governed by our Tribal Council and our government operates similar to other governments.

JOB SUMMARY: This position performs a variety of duties associated with the development, maintenance and analysis of budgets, contracts/grants, and requirements associated with each; as well as departmental support activities and functions.

EDUCATION AND/OR EXPERIENCE: An Associate's degree in Business Administration, Accounting, Finance, or closely related field OR three (3) years of experience in the field of budgets and grant management/compliance may be substituted.

ADDITIONAL REQUIREMENTS:

- Must be proficient in Microsoft Office 365 and experienced in working with financial software systems.
- Background investigation will be required.
- Subject to pre-employment and random drug testing.

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 17, 2023. (DEADLINE EXTENDED)

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).