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Employment Opportunity

Office / Accounting Assistant

The North Lafourche Conservation, Levee and Drainage District, or simply the North Lafourche Levee District (NLLD), is responsible for improving flood protection from the Intracoastal Waterway in Larose to the northern edge of Lafourche Parish.

The NLLD is currently seeking to employ an individual for a new position of Office / Accounting Assistant. The Office / Accounting Assistant will be responsible for assisting the day to day operations of the District with additional responsibilities in accounting. The Office / Accounting Assistant will be working with the District's Administrator and the Program / Project Manager and reports directly to the Executive Director.

Job Description

An experienced Office / Accounting Assistant will provide administrative, secretarial and clerical support to others in the office to maintain an efficient office environment. The ideal candidate will be a good communicator, will be well organized and will have demonstrable experience working in an office environment, along with an understanding of basic accounting principles.

Responsibilities

- Answer phones and transfer to the appropriate staff member. Take and distribute accurate phone messages.
- Greet the public and others and direct them to the appropriate staff member.
- Receive, sort and distribute incoming mail.
- Prepare and handle bank deposits.
- Prepare outgoing mail for distribution.
- Perform work related errands as requested, such as going to the post office and bank.
- Maintain office filing and storage systems (paper and electronic).
- Type documents, reports and correspondence as directed. This would include letters of engagement to vendors to order goods and services as directed.
- Coordinate and organize meetings for office staff with outside support.
- Monitor and maintain office supplies.
- Ensure office equipment is properly maintained and serviced.

- Communicate with vendors for set-up and engagements within the accounting software.
- Communicate with landowners on project related items.
- Process accounts payable invoices and payments.
- Assist with annual budget preparation.
- Track completion of state mandated training for employees and commissioners.

Requirements

- High School Diploma or equivalent
- Business college training an advantage
- Previous office experience may be requested.
- Competent computer skills including MS Office. Working knowledge of Sage Accounting Software, a plus.
- Internet skills including use of e-mails, group messaging and data collection and research.
- Great organization and planning skills.
- Work management and prioritizing skills.
- Verbal and written communication skills.
- Attention to detail and accuracy.
- Reliability and ability to work as part of a team to accomplish a task.

Salary will commensurate with experience. Interested individuals should mail résumé and references to: NLCLDD, Attn: Office / Accounting Assistant, P.O. Box 309, Thibodaux, LA 70302-0309. Résumés must be received by Wednesday, April 24, 2019, to be considered.