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Employment Opportunity

Project/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 Project/Accounting Assistant. The Project/Accounting Assistant will be responsible for assisting in the preparation, execution, and management of project documentation and tracking of project expenditures. The Project/Accounting Assistant will also assist in the daily operations of the District, with additional responsibilities in accounting. The Project/Accounting Assistant will be working with the Program Manager and Administrator; and will report directly to the Executive Director.

Job Description

An experienced Project/Accounting Assistant will provide administrative and secretarial support to the Program Manager to prepare project documents and maintain complete project files, while assisting others in the office to maintain an efficient office environment. The ideal candidate will be a good communicator, well organized, tasked focused, and will have demonstrable experience working in an office environment, along with accounting knowledge.

Responsibilities

- Prepare project documents, reports and correspondence as directed, including letters of engagement to vendors for goods and services for projects and operations as directed.
- Create and maintain spreadsheets as needed for multiple projects and reimbursement tracking, along with generating required files and information to assist in annual audit requirements.
- Assist with annual budget preparation.
- Organize, maintain, and monitor project filing and storage systems (paper and electronic) so that all required information is available upon request.
- Communicate with vendors and landowners on project related items.

Employment Opportunity, Project/Accounting Assistant

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- Coordinate and organize meetings for the Program Manager with outside support.
- Greet the public and others and direct them to the appropriate staff member.
- Answer phones and transfer to the appropriate staff member. Take and distribute accurate phone messages.
- Prepare and handle bank deposits and other work-related errands as requested.
- Monitor and maintain office supplies.
- Assist in processing Accounts Payable and Payroll, along with tax deposits and quarterly/year-end reporting.

Requirements

- Bachelor's (Preferred)
- Attention to detail and accuracy.
- Possess the ability to organize and prioritize duties and tasks to maximize efficiency.
- Strong verbal and written communication skills.
- Understanding of legal terminology as it relates to public contracts.
- Competent computer skills including MS Office, with strong Excel and Word experience.
- Experience in data entry, accounting, finance, bookkeeping and/or tax report preparation. Working knowledge of Sage 100 Accounting Software, a plus.
- Internet skills including use of e-mails, group messaging and data collection and research.
- 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: Project/Accounting Assistant, P.O. Box 309, Thibodaux, LA 70302-0309, OR submit electronically to info@northlafourchelevee.com.

Résumés must be received by Wednesday, January 26, 2022, to be considered.