



# Parish of Natchitoches

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## NOW HIRING: Assistant Parish Treasurer

The Parish Treasurer is responsible for the overall administration of all financial activities of the Parish of Natchitoches.

- Associate Degree Business Administration, Accounting, Finance, Economic, or related field, and five (5) years of progressively responsible experience in Finance or Business.
- Helps prepares the annual budget and revisions for all Funds under the Parish of Natchitoches including all grants
- Assists in preparing a monthly statement of revenues and expenditures which shall be completed in accordance with the scheduled deadline
- Balance sheet and bank reconciliations
- General Ledger and budget maintenance and analysis

A copy of the full job description and employment application can be obtained from **Natchitoches Parish Government Room 210**. Please send application, resume, and three references to **Natchitoches Parish Government Attn: Cathy Creamer, PO Box 799 Natchitoches, LA 71458** or email [ccreamers@npgov.org](mailto:ccreamers@npgov.org) with the subject line **Assistant Parish Treasurer**.

**Deadline for applicants is 4:30 p.m.  
October 26, 2020.**

*Parish of Natchitoches is an equal opportunity employer  
and a drug-free workplace.*