

LUMBEE TRIBE OF NORTH CAROLINA

Internal/External Job Posting

The Lumbee Tribe has an employment opportunity as an Accounting Data Entry Specialist in the Finance Department. The Accounting Data Entry Specialist will be responsible for all data entry support functions as well as other assigned duties and responsibilities to the Finance Department. Associate's degree in business, accounting, computer science/ technology program and two years successful experience in office/data entry duties and responsibilities is required. Technology skills, competencies and proficiencies with Excel, Word and various accounting software, is desired. A valid NC Drivers License is required.

Preference in employment will be given to those individuals who are actively enrolled members of the Lumbee Tribe of North Carolina and who are knowledgeable of the communities to be served. Applicants may submit a current resume, but an employment application will need to be completed and signed to be considered. An application may be obtained from the Tribal Office's Human Resources Department at 6984 Hwy. 711 West in Pembroke, NC or on the website at www.LumbeeTribe.com.

Closing Date: September 3, 2010 at 5:00 p.m.