

Tribal Land Enterprise

A Sub-ordinate Organization of the
Rosebud Sioux Tribe

Incorporated Under Act of June 18, 1934, (48 Stat 984)

2443 Legion Ave P.O. Box 159
Rosebud, S.D. 57570
Telephone 605 747-2371
Fax # 605 747-2400

Tribal Land Enterprise – Available Position

Certificate/Finance Clerk

This position is located in Rosebud SD. We are looking for a goal-driven, highly motivated individual that enjoys a fast-paced work environment to join our team as the Certificate/Finance Clerk.

The Certificate/Finance Clerk will be responsible for assisting the Certificate and Finance Department with clerical duties. The Certificate/Finance Clerk will at times be responsible for carrying out Certificate Manager duties in their absence

This person must possess Computer skills, such as Microsoft Word, Microsoft Excel, and other various computer programs. The individual will also be required to assist the finance office in maintaining records for auditing purposes. For a complete job description, contact Tribal Land Enterprise at (605)747-2371.

A combination of experience and education will be considered.

This is a full-time position; salary is dependent on experience and education. Training, 401(k), life insurance, health insurance, vision and dental benefits will be included.

The deadline to apply for this position is July 26, 2024 at 5:00 PM Central Standard Time.

You may obtain an application at Tribal Land Enterprise or the TLE website www.rsttle.com.

Return applications along with resume to:
Tribal Land Enterprise
Attn: Cleve Her Many Horses, Executive Director
2443 Legion Ave
PO Box 159
Rosebud, SD 57570