



CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION
HC 61, Box 6104
Ibapah, Utah 84034
(833) 228-6502 or (435) 234-1138 (office)
(833) 228-6507 (fax)

JOB ANNOUNCEMENT

POSITION: Finance Office Clerk/Utility Clerk (Full-Time) **OPEN:** June 29, 2020
LOCATION: Ibapah, Utah **CLOSE:** Until Filled
SALARY: \$15/hr.

SUMMARY OF POSITION:

Clerical support to include but not limited to payroll preparation, mail sorting, prepare check requests, maintain and reconcile required documentation, record filing, and operate and maintain various office machines such as postage and time clock. Applicant must have excellent communication and people skills as well as attention to detail. Preference sought for proficiency in filing, Microsoft Word and Excel, 10-key, internet, and data entry. Experience with Quick Books or similar financial software is helpful. To also serve as the Utility Clerk.

DUTIES AND RESPONSIBILITIES:

- Provides overall clerical support in finance office, customer service and other duties as assigned.
- Assists with maintaining Tribal financial records, processes transactions, prepares documentation for payment, and assists with payroll documentation.
- Prepares check requests and purchase orders, arrange and prepare travel or reimbursements, coordinates billing with vendors and programs, maintains records and follow-up, and handle deposits as requested.
- Must be able to greet and talk with all people, in a friendly, courteous and professional manner on the phone or in person.

Utility Clerk

- Responsible for accepting all utility payments and updating accounts.
- Responsible for all billing and maintaining utility program documentation.
- Monthly updates shall be prepared for the Utility Board regarding accounts payable and accounts receivable.

REQUIREMENTS:

In order to qualify for the position, applicant should provide sufficient experience and/or education identifying knowledge, skills and abilities to perform the duties of the position.

Proven accounting experience, preferably as an Accounts Receivable Clerk or Accounts Payable Clerk.

Familiarity with bookkeeping and basic accounting procedures.

Competency in MS Office, databases and accounting software.

Hands-on experience with spreadsheets and financial reports.

Accuracy and attention to detail.

Aptitude for numbers.

Ability to perform filing and record keeping tasks.

Data entry and word processing skills.

Be well organized.

Must comply with the Privacy Act in securing the privacy of confidential information.

Must adhere to guidelines contained in the Goshute Tribe Procurement Policy and Procedures Handbook and the Personnel Policy.

Incumbent must sign a form stating that release of any unauthorized information pertaining to the Finance Office will be cause for immediate termination from employment.

Applicant must submit to and pass a background check.

RESPONSIBILITIES:

Provide accounting and clerical support to the accounting department.

RESPONSIBILITIES (continued):

Type accurately, prepare and maintain accounting documents and records.

Prepare bank deposits.

Enter key data of financial transactions on a daily basis.

Provide assistance and support to company personnel.

Research, track and restore accounting or documentation problems and discrepancies.

Function in accordance with established standards, procedures and applicable laws.

QUALIFICATIONS:

Applicant must have a high school Diploma or GED.

Applicant must possess a valid driver's license and have dependable transportation.

KNOWLEDGE, SKILLS AND ABILITIES (KSA):

In addition to your job application, please provide your response on a separate sheet of paper for the following:

- 1. Experience in the use of various software applications.**
- 2. Clerical experience.**
- 3. Filing experience.**
- 4. Skill in operating computers, 10-key, credit card machines, postage, etc.**

Preference will be given to **qualified** Tribal members and Indian applicants. Applications can be obtained in person or by contacting the Tribal Business Council Secretary at 435-234-1138 so she can mail, or email a copy to you.

Applications can be mailed to the following address:

**Confederated Tribes of the Goshute Reservation
HC 61, Box 6104
Ibapah, Utah 84034**

Or emailed to: phyllis.naranjo@ctgr.us or edna.steele@ctgr.us