



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

JOB ANNOUNCEMENT

POSITION: Finance Office Clerk/Utility Clerk (Full-Time) **OPEN:** March 30, 2022

LOCATION: Ibapah, Utah **CLOSE:** Until filled

SALARY: DOE

SUMMARY OF POSITION

Clerical support to include but not limited to payroll preparation, calculation and execution, prepare check requests for invoice payments, maintain and reconcile required documentation, record filing and operate and maintain various office machines such as postage, time clock and credit card machine. Applicant must have excellent communication and people skills as well as attention to detail. Preference sought for proficiency in filing, Microsoft Word, Excel, internet, and data entry.

DUTIES AND RESPONSIBILITIES

Finance Clerk is responsible for performing administrative tasks to support daily business operations. Duties include but not limited to the following:

- Provide Customer Service and communicate inquiries or issues from vendors and programs.
- Oversee Accounts Payable functions and bookkeeping tasks. Assemble, review and verify invoices and prepare check requests, purchase orders and travel vouchers.
- Responsible for maintaining all financial records of vendors, creditors and banking files.
- Enters and processes all employee data necessary for processing timely payroll in the ADP and MIP systems.
- Ensures attendance is verified by supervisors, hours worked, and pay adjustments in preparation for payroll processing.
- Assists with updates to payroll records by entering changes in exemptions, pay rates, banking deposits, time off accruals balances, and other employee changes as needed.
- Processes credit and debit card transactions, vendor electronic ACH payments, bank transfers and bi-weekly bank deposits.

Utility Clerk

- Responsible for accepting all utility payments and updating accounts.
- Responsible for all billing and maintaining files
- Monthly updates shall be prepared for the Utility Board regarding account statuses

REQUIREMENTS

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

- Proven accounting experience, preferably as a Payroll Clerk, Accounts Receivable Clerk or Accounts Payable Clerk.
- Familiarity with bookkeeping and basic accounting procedures.
- Competency in Microsoft Office, databases and accounting software, MIP fund accounting.
- Hands-on experience with spreadsheets and financial reports.
- Ability to perform filing and record keeping tasks.
- Must adhere to guidelines contained in the Goshute Tribes Procurement Policy and Procedures Handbook and the Personnel Policy.
- Applicant must have a high school Diploma or GED.
- Applicant must submit to and pass a background check.
- Attention to detail with the ability to identify report discrepancies and errors.

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 applications can be mailed or emailed 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