



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

JOB ANNOUNCEMENT

POSITION: Finance Office/Utility Clerk (Full-Time/ Remote access) **OPEN:** March 20, 2023

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

SALARY: DOE

SUMMARY OF POSITION

Clerical support duties include but are not limited to payroll preparation including payroll calculations and execution, preparation of check requests for invoice payments, maintaining and reconciling required documentation, filing records, and operating and maintaining 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, navigating the internet, request response time, maintaining confidentiality of payroll records, and data entry.

DUTIES AND RESPONSIBILITIES

Finance Office Clerk is responsible for performing administrative tasks to support daily business operations. Duties include but are 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.
- Responsible for entering and processes all employee data necessary for processing timely payroll in the ADP and MIP systems.
- Ensure that attendance is verified by supervisors, hours worked and pay adjustments are correct in preparation for payroll processing.
- Assist in updating payroll records by entering changes in exemptions, pay rates, banking deposit amounts, time off accrual balances, and other employee changes as needed.
- Process credit and debit card transactions, vendor electronic ACH payments, bank transfers and bi-weekly bank deposits.

Utility Clerk Roles and Responsibilities

- Responsible for accepting all utility payments and updating accounts.
- Responsible for processing and mailing monthly billing invoices and maintaining files
- Provide monthly updates for the Utility Board regarding account status.

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.
- Prior hands-on experience with spreadsheets and financial reports.
- Ability to perform filing and record keeping tasks.
- Must adhere to guidelines contained in the Goshute Tribe 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.
- Applicant must have focused attention to detail with the ability to identify report discrepancies and errors.
- Work from home accommodations may be available via secured log in (remote access). Must be consistent and have reliable computer access.
- Must work in Ibapah office at least two days a week.

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