



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

## JOB ANNOUNCEMENT

**POSITION:** Finance I (Full Time)                      **OPEN:**            1/16/24

**LOCATION:** Tribal Headquarters, Ibapah, UT            **CLOSE:**            Until Filled

**SALARY:**    DOE/Negotiable

### SUMMARY OF POSITION

Perform, maintain and manage financial functions and records for the tribes programs, employees, contractors and Tribal Council to include but not limited to billing, invoicing, payroll, bookkeeping, purchasing, contract management and preparation of financial statements. Preference sought for proficiency in Microsoft Word and Excel, 10-key, internet, data entry and filing. Experience with accounting software is necessary. Must have excellent communication, multi-tasking and organizational skills.

### DUTIES AND RESPONSIBILITIES

Perform, maintain and oversee bookkeeping.

Monthly general ledger maintenance to include but not limited to:

- a. Cash
  - Reconcile bank statements to G/L
- b. Accounts/Grants Receivable
  - Reconcile A/R Aging Report to G/L and clean up any misapplied deposits or credits
  - Monitor grant reimbursement and draw downs
- c. Accounts Payable
  - Reconcile A/P Aging Report to G/L and clean up any misapplied payments or credits
  - Manage and monitor Cash Flow requirements
  - Ensure timely payments to vendors/debtors
- d. Credit Cards
  - Reconcile credit card statements to G/L making sure charges are coded to correct expense accounts and all payments and credits are applied
- e. Fund Balance
  - Monitor fund balance allocations (restricted, temporarily restricted, unrestricted)

Income and Expenditure accounts:

- a. Carefully monitor program and grant allocations to make sure that
  - Costs are allowable
  - Expenditures are posted in proper period
  - Proper approvals are done

Payroll distribution functions:

- a. Monitor system for time card tracking and leave
- b. Monitor cash flow needs for payroll requirements
- c. Ensure required state and federal tax deposits/payments are accurate and timely
- d. Oversee filing of quarterly tax reports
- e. Issue payment to the State Workman's Compensation

Review the bookkeeping function and make necessary adjustments in accordance with items mentioned above to ensure that the document retention, filing organization, etc., are prepared for annual audits.

Ensure deposits are accurately handled and reported, safeguarded and deposited in the bank timely.

Ensure that the Tribe is compliant with reporting to granting agencies.

Provide useful financial data and reports to the Tribal Council on a regular and ongoing basis.

Prepare internal program financial reimbursements, (i.e., direct payment vouchers, reimbursement of charges to correct program; prepares purchase orders, travel advances or reimbursements; coordinates billing with other vendors and programs; and maintains records and follow-up).

Prepare end of year W-2's for all personnel and Tribal Council; maintains records of W-9's and 1099's for all contractors.

Provide advice and guidance to the Tribal Council and all Tribal Programs on finance activity involving their respective programs.

Monitors budget, formulates budgets for new grant applications and continuing grants, assists with preparing annual tribal budget. Budget related duties can be learned on the job with the CPA and/or on-line classes so ability to learn quickly and take instruction is essential.

## **REQUIREMENTS**

- Must have knowledge and experience in the use of financial software or similar accounting software
- Must have knowledge of purchasing, accounting and bookkeeping procedures.
- Knowledge and experience of budgeting processes is helpful which will be useful in analyzing and maintaining records and budget files.
- Must have knowledge in balancing a general ledger and reconciling computer-generated records; preparing budget amendments; and reconciling subsidiary and control accounts.
- Helpful to understand and/or be willing to learn federal requirements in regulation.

- Prepare written reports in compliance with the Government Performance and Results Act (GPRA), including monthly and quarterly reports to the Tribal Administrator and Goshute Tribal Council.
- Must adhere to the Privacy Act in securing the privacy of confidential information and records.
- Must adhere to guidelines contained in the Goshute Tribe Procurement Policy and Procedures Handbook and Personnel Policy.
- Applicant must submit to and pass a background check.

### **QUALIFICATIONS**

- At least one year of related accounting or finance experience as detailed above.
- Preference will be for an Associate's Degree in Accounting or Finance or related field.
- Must have adequate experience with all accounting software.
- Must have a thorough understanding of general ledger accounting practices.
- 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 for each below on a **separate sheet of paper** for review and consideration along with your application)*

- 1) Experience in the use of various software applications/programs
- 2) Clerical experience
- 3) Knowledge of purchasing, accounting and/or bookkeeping procedures
- 4) Ability to review or examine documents for appropriate billing or accounting codes
- 5) Ability to index, route and process routine documents and transactions
- 6) Skill in operating computers, 10-key, credit card machines, postage, etc.
- 7) Knowledge in balancing a general ledger and reconciling computer-generated records
- 8) Knowledge of preparing budget amendments and reconciling subsidiary and control accounts

Preference will be given to **qualified** Tribal members and Indian applicants. Applications can be obtained in person or by calling the Business Council Secretary at (435) 234-1138 to request a copy of the application to be mailed or emailed to you.

Applications should be mailed to the following address:

**Confederated Tribes of the Goshute Reservation**  
**Attn: Business Council Secretary**  
**HC 61 Box 6104**  
**lbapah, UT 84034**

Or emailed to: [phyllis.naranjo@ctgr.us](mailto:phyllis.naranjo@ctgr.us)