



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

Posted Date: June 2, 2025

Job Announcement Finance Office / Utility Clerk

Salary	\$18.00/hr. (full time)
Opening Date	June 6, 2025
Closing Date:	June 27, 2025
Location:	Ibapah, Utah

Summary:

Under the general direction of the Sacred Circle Healthcare Finance Controller, the Finance / Utility Clerk performs moderate to complex accounting tasks in the operation of the Finance Department. The clerk assists in producing timely and accurate financial statements and reports, as well as daily cash receipts and deposits, and maintains the Tribal's financial and accounting records.

Duties and Responsibilities:

The Finance Office Clerk performs 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
- Assembles, reviews, verifies invoices, and prepares check requests, purchase orders, and travel vouchers.
- Maintaining all financial records of vendors, creditors, and banking files.
- Entering and processing all employees' data necessary for timely payroll in the ADP and MIP systems.
- Ensure supervisors verify attendance, hours worked, and correct pay adjustments 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
- Accepting all utility payments and updating accounts
- Processing and mailing monthly invoices and maintaining files.
- Provide monthly updates to the Utility Board

Knowledge, Skills, and Abilities:

- Knowledge and ability to use personal computers and software applications (Microsoft Word, Excel, Access, PowerPoint, etc.)
- Must have excellent interpersonal, verbal, and written communication skills and demonstrate team building/teamwork skills.
- Ability to perform under time restraints, with a high volume workload, and in a fast-paced environment.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and Council Members.

Minimum Requirements:

- High School or equivalent required.
- Must be able to pass a background check,

Obtain Application:

Applications can be obtained in person by contacting Phyllis Naranjo, the Tribal Business Council Secretary, at (435) 234-1138 or via email at phyllis.naranjo@ctgr.us.

Submittal of Application:

Applications can be mailed to the following address:

- Confederated Tribes of the Goshute Reservation
HC 61, Box 6104
Ibapah, Utah 84034
- Or email to phyllis.naranjo.ctgr.us