



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

Posted Date: July 11th, 2025

Job Announcement

Accounts Payable Clerk

Salary	DOE (Full-Time)
Opening Date	July 11th, 2025
Closing Date:	July 25th, 2025
Location:	West Jordan, Utah (6671 S. Redwood Rd.)

Summary:

Our company is seeking to hire an Accounts Payable Clerk to join our Child Care Development Fund (CCDF) team for the Confederated Tribes of the Goshute Reservation. The primary responsibilities will include processing monthly invoices, monitoring expense reports, and maintaining vendor relations. The role will involve ensuring timely payments, keeping detailed records, and promptly paying vendors. The ideal candidate must be detail-oriented, punctual, and knowledgeable about accounts payable and the chart of accounts process.

Duties and Responsibilities:

The Accounts Payable Clerk performs administrative tasks to support daily business operations. Duties include but are not limited to the following:

- Maintaining all accounts payable reports and files.
- Ensure timely processing of faultless processing of invoices
- Handle customer service and communicate payment inquiries, status updates, and issues.
- Reviews and enters payable details in MIP accounting system using general ledger segments, cash fund, and activity codes to ensure expenses are allocate to the correct grant awards
- Inspects, reviews, verifies invoices, and prepares check requests, purchase orders, and travel vouchers for payments
- Understand the program process flow, and look for the best practices to improve operational efficiency and productivity
- Provide monthly expenditure and budget reports

Knowledge, Skills, and Abilities:

- Knowledge and ability to use personal computers and software applications (Microsoft Word, Excel, Access, PowerPoint, etc.)
- Must have accounting software experience (Micro Information Products- MIP preferred)
- Knowledge of General Ledger and Chart of Accounts
- 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:

- Associate's degree in accounting, finance or related
- A minimum of two (2) years of experience in accounts payable or related accounting functions is required.
- Must be able to pass a background check.
- A valid Utah driver's license is required.

Obtaining 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