

Wabanung Campus
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Arts & Agricultural Center
15211 Pelkie Rd.
Pelkie, MI 49958
Phone: (906) 524-8400
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"Catch Your Dream Through a Superior Education"

JOB DESCRIPTION

POSITION: Accounts Payable Clerk

DEPARTMENT: Business Office

SUPERVISORY CONTROL: Accounting Supervisor

SALARY: Grade 10 (min 16.28/hr)

SUMMARY:

The Accounts Payable Clerk will perform general accounting and administrative functions in accordance with established policies, procedures, and controls. Records, classifies, and summarizes accounting data.

QUALIFICATIONS:

- Associate degree in accounting/Business and three years accounting experience preferred.
- Previous experience with accounting software preferred.
- Experience in government accounting and general accepted accounting principles, operating procedures and/or appropriate regulations preferred.
- Ability to represent the college in a professional manner.
- Effective communication, interpersonal and organizational skills.
- Valid Driver's Licenses with no restrictions
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence

Molestation

Contact with or prostitution

Offenses committed against children

Sexual assault

Exploitation

Crimes against persons

Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Review and process accounts payable purchase requests ensuring Fund Number, G/L Account, requestor signature, supervisor signature, amount, and date are accurate and complete.
- Review accounts payable batches created by yourself and provided by OSP/Accounting Assistant for accuracy, timeliness, and for necessary 1099 reporting.
- Issue W-9 documentation to potential vendors needed for 1099 reporting.
- Review monthly statements provided by vendors to ensure all invoices have been paid in a timely manner.
- Review credit card and debit card statements for outstanding items.
- Submit monthly distribution emails to staff and administration informing them of submitting purchase request to accounts payable office in a timely manner to meet month-end close.
- Coordinate with staff and administration regarding proper signatures, and paperwork needed to complete purchase request.
- Issue checks weekly and attach check stubs to purchase requests and attached backup paperwork.
- Prepare and review Travel Advances and Travel reimbursements for accuracy and completeness.
- Prepare Year-End 1099s.
- Assist with gathering documents needed by external auditors.
- Develop and improve processes through continued education.
- Filing
- Other minor or incidental tasks as assigned.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internally posted until 12/1/2023 @ 4:00 pm. External candidates are encouraged to apply and will be contacted if no internal candidate is selected.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE:

Submit an application, cover letter, resume, transcripts, and three letters of reference to Human Resources, PO Box 519, Baraga MI 49908, or email, or email your completed application to hr@kbocc.edu.