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Arts & Agriculture Center
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KBOCC Mission Statement: *Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.*

JOB DESCRIPTION

POSITION: Accounting Director (**Temporary**)

DEPARTMENT: Business Office

SUPERVISORY CONTROL: President

SALARY: Grade 14 (min 23.30/hr)

SUMMARY:

The Accounting Director at Keweenaw Bay Ojibwa Community College is primarily responsible for overseeing the institution's financial operations, ensuring accuracy and regulatory compliance across all accounting activities, including the general ledger, payroll, accounts payable, and receivable. The Accounting Director plays a crucial role in budget development and management, collaborating with various departments to align financial strategies with the college's goals. Additionally, the director is tasked with producing timely financial reports and analyses to aid in decision-making and strategic planning. They also manage the annual audit process, address audit findings, and implement risk management strategies to safeguard the college's assets. Leadership responsibilities include guiding the accounting team towards professional growth and excellence and serving as a key financial advisor to the college's leadership, while effectively communicating financial concepts to a broad range of stakeholders to support the institution's mission and objectives.

QUALIFICATIONS:

- A minimum of a Bachelor's degree in Accounting, Finance, or a related field. A Master's degree in a relevant field or a CPA certification is highly desirable.
- Extensive experience in accounting and financial management, preferably in an educational or public sector environment. Previous experience in a leadership role with a track record of successful team management is essential.
- Strong analytical, organizational, and communication skills. Proficiency in financial software and systems is a must.
- Familiarity with the specific financial regulations and challenges facing community colleges or public educational institutions.
- A commitment to the mission and values of the community college system, including promoting education accessibility and community engagement.
- 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:

- Oversee all accounting operations, including but not limited to, the general ledger, accounts payable, accounts receivable, and payroll.
- Ensure compliance with state and federal regulations and compliance with generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB).
- Maintain internal controls to safeguard financial assets.
- Lead the annual budgeting process and provide ongoing budget management and analysis.
- Collaborate with department heads and college leadership to develop and monitor budgets that align with the college's strategic goals.
- Prepare accurate and timely financial reports for college leadership and external stakeholders.
- Analyze financial data and reports, providing insights and recommendations for financial planning and decision-making.
- Coordinate with external auditors for the annual audit process and address any audit findings.
- Assess and manage financial risks, implementing risk management strategies as needed.
- Lead and develop the accounting team, fostering a culture of continuous improvement and professional development.
- Serve as a financial advisor to the college's leadership team, contributing to strategic planning and policy development.
- Work closely with various stakeholders, including department heads, faculty, and external partners, to ensure the financial strategies support the college's missions and objectives.
- Communicate complex financial information to non-financial stakeholders in an understandable manner.

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: Open until filled.

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 your completed application to hr@kbocc.edu.