

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Accounting Office Manager

1 Full-time, non-exempt position

All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Complete Keweenaw Bay Ojibwa Community College Application
- 3 Letters of Recommendation
- Copy of College transcripts
- Copy of valid, unrestricted Michigan Drivers' License
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD21

Deadline to apply 7/2/2025 @ 4:00 p.m.

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402
OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

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JOB DESCRIPTION

POSITION: Accounting Office Manager

DEPARTMENT: KBOCC Wabanung Campus

SUPERVISORY CONTROL: President

SALARY: Grade 14

SUMMARY: The Accounting Office Manager provides administrative and operational support to the Accounting Department at Keweenaw Bay Ojibwa Community College. This role ensures departmental efficiency by managing daily office operations, supervising accounting staff, supporting financial recordkeeping, and assisting in audit and reporting processes

QUALIFICATIONS:

Education & Experience:

- **Preferred:** Bachelor's degree in Accounting, Business Administration, or related field.
- **Required:** Associate's degree in Accounting, Business Administration, or related field **plus** a minimum of 3 years of full-time experience in a related area.

Knowledge, Skills, and Abilities:

- Strong leadership skills to monitor and mentor accounting staff.
- Experience with financial accounting and reporting related to revenues and expenditures.
- Strong understanding of accounting principles and practices.
- Proficiency with accounting software and Microsoft Office applications.
- Analytical skills and the ability to solve problems independently.
- Fast learner, self-starter, and reliable in a fast-paced environment.
- Strong organizational skills with the ability to prioritize and manage multiple tasks.
- Excellent written and verbal communication and people skills.
- Must be able to represent the college professionally and maintain confidentiality.

DUTIES AND RESPONSIBILITIES:

- Oversee the daily operations of the Accounting Department to ensure efficient workflow.
- Supervise all college accounting functions including general ledger, accounts payable/receivable, cash management, and purchasing cards.

- Prepare accurate and timely financial reports for college leadership and external stakeholders.
- Coordinate multiple projects simultaneously and meet reporting deadlines.
- Work closely with the REW (specify role if relevant to your audience).
- Assist with the preparation and distribution of monthly financial statements.
- Ensure professional integrity, discretion, and confidentiality always.

WORK ENVIRONMENT & SCHEDULE:

- Standard office environment
- Monday - Friday | 8:00 a.m.-4:30 p.m.
- Summer Schedule: "Green Fridays" – College closed on Fridays with flexible scheduling available.
- Free employee lunch provided daily at the campus café.

EMPLOYMENT BENEFITS:

- **Health Insurance:** 80/20 Medical, Dental, and Vision coverage.
- **Retirement Plan:** 403(b) with up to 6% employer match.
- **Paid Time Off:** Generous accruals — minimum 4 hours per pay period for sick and vacation leave, plus paid holidays.
- **Life Insurance:** Employer-paid basic life insurance.
- **Employee Assistance Program (EAP):** Free and confidential support services for employees and their families.
- **Professional Development:** Opportunities for training and continuing education.
- **Work-Life Balance:** Flexible scheduling and supportive policies.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon:

- Satisfactory results of a **Security Background Check**
- **Pre-employment Drug Screening**
- **Pre-employment Physical**

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (DD214 required).

DEADLINE TO APPLY: July 2, 2025 @ 4:00 p.m.

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 all required information listed on the cover page.

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