

**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.*

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## **Accounting Director**

**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
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Copy of Unofficial College transcripts
- ☐ Three Letters of Recommendation
- ☐ Copy of Driver's 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

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
Phone: 906-524-8402  
OR email [hr@kbocc.edu](mailto: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 Director (Full-time)

**DEPARTMENT:** Business Office

**LOCATION:** KBOCC Wabanung Campus, L'Anse MI

**SUPERVISORY CONTROL:** President

**SALARY:** Grade 15 (\$25.64 - \$38.46 per hour)

### **SUMMARY**

The Accounting Director at Keweenaw Bay Ojibwa Community College is responsible for managing all financial operations of the institution, ensuring accuracy, transparency, and compliance with regulatory standards. This includes oversight of the general ledger, payroll, accounts payable, and accounts receivable. The position plays a key role in budget development, financial planning, and strategic decision-making, while providing regular financial reporting to college leadership. The Director also coordinates the annual audit process, manages risk, and fosters professional growth within the accounting team. This role requires collaboration with departments across the college and the ability to communicate financial information clearly to diverse stakeholders in support of the college's mission and objectives.

### **QUALIFICATIONS**

- Bachelor's degree in Accounting, Finance, or a related field required; Master's degree or CPA certification preferred.
- Extensive experience in accounting and financial management, preferably in higher education or the public sector.
- Proven leadership experience with a record of successful team management.
- Strong analytical, organizational, and communication skills.
- Proficiency in financial software and accounting systems.
- Knowledge of GAAP and GASB standards and familiarity with financial regulations affecting community colleges.
- Commitment to the mission and values of community colleges, including educational accessibility and community engagement.
- Ability to represent the college professionally and work collaboratively with diverse stakeholders.
- Valid driver's license with no restrictions.
- Must meet minimum character standards: no felony convictions or multiple misdemeanors involving crimes of violence, sexual assault, molestation, exploitation, prostitution, crimes against persons, or offenses committed against children, including child abuse or neglect.

## **DUTIES AND RESPONSIBILITIES**

- Oversee all accounting operations, including general ledger, accounts payable, accounts receivable, and payroll.
- Ensure compliance with federal and state regulations, GAAP, and GASB standards.
- Maintain internal controls to safeguard college assets.
- Lead and manage the annual budgeting process; monitor budgets throughout the year.
- Prepare and present accurate, timely financial reports for leadership and stakeholders.
- Analyze financial data and provide recommendations to inform strategic planning and decision-making.
- Coordinate the annual audit process, address findings, and implement improvements.
- Identify and manage financial risks; implement effective risk management strategies.
- Lead and mentor the accounting team to promote professional development and continuous improvement.
- Advise college leadership on financial matters and contribute to policy and strategic initiatives.
- Collaborate with department heads and other stakeholders to align financial operations with institutional goals.
- Communicate financial concepts clearly to individuals with varying levels of financial understanding.

## **PRE-EMPLOYMENT REQUIREMENTS**

- Successful completion of a background check, drug test, and physical exam.

## **INDIAN PREFERENCE**

- Preference will be given to qualified candidates of American Indian descent in accordance with applicable laws.

## **VETERAN PREFERENCE**

- Preference will be given to qualified veterans (DD214 required).

**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 official KBOCC application, cover letter, resume, three current letters of reference, and your certifications/official transcripts to:

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu)

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