

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



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8903  
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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## **Accounts Payable/ Payroll Clerk**

### **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 College unofficial transcripts
- ☐ Three current letters of recommendations
- ☐ Must have a 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

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/>

**Internal Posting 9/8/2025 - 9/15/2025**

**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:** Accounts Payable/Payroll Clerk

**Supervisor:** Accounting Supervisor

**Location:** 770 N. Main St, L'Anse, MI 49946

**Salary:** Grade 11 \$17.70 – \$26.54 (commensurate with experience)

### **SUMMARY:**

The Accounts Payable/Payroll Clerk performs general accounting, payroll, and administrative functions in accordance with established policies, procedures, and controls. This position records, classifies, and summarizes accounting and payroll data, ensuring accuracy, timeliness, and compliance with applicable regulations.

### **MINIMUM QUALIFICATIONS:**

- Associate degree in Accounting/Business and three years of accounting experience preferred.
- Previous experience with accounting software preferred.
- Knowledge of government accounting, GAAP, and regulatory requirements are preferred.
- Effective communication, interpersonal, and organizational skills.
- Ability to represent the College in a professional manner.
- Valid driver's license 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 felony or two or more misdemeanors involving violence, sexual assault, exploitation, child abuse/neglect, or similar crimes.

### **RESPONSIBILITIES:**

- Review and process vendor invoices and prepare payments in compliance with policies and regulations.
- Reconcile vendor accounts, resolve discrepancies, and maintain accurate accounts payable records.
- Prepare and issue checks and electronic payments to vendors.
- Assist with the preparation of financial reports and supporting documentation.
- Submit bi-weekly distribution emails reminding staff and administration to submit timecards.
- Review employee timecards for accuracy of fund numbers, hours, and supervisor signatures.

- Process and submit bi-weekly payroll for direct deposit, including deductions and 403(b) contributions.
- Process, report, and submit bi-weekly EFTPS payments.
- Process, report, and submit monthly MTO payments.
- Process, report, and submit quarterly MI UIA payments.
- Process, report, and submit quarterly 941, MI Form 5080, and MI UIA quarterly reports.
- Process monthly health insurance purchase requests.
- Assist with filing payroll reports and documents in accordance with reporting requirements.
- Assist with issuing year-end W-2s, 1099-MISC, and 1099-NEC.
- Maintain confidentiality of payroll and financial records.
- Provide professional and courteous service to employees, vendors, and community members.
- Perform additional accounting or administrative tasks as assigned.
- Perform other duties as assigned by supervisor.

### **PRE-EMPLOYMENT TESTS:**

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

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
- Sexual assault
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect
- Molestation

### **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: Internal posting 9/8/2025 – 9/15/2025 @ 4:00 p.m.**

**Must submit all required documents requested on the cover page of the job description**

*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) with all documentation

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<http://www.kbocc.edu/employment>