

**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.

**Accounts Payable/Payroll Clerk**  
**1 Full-time, Non-exempt**

***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
- Three Current Letters of Recommendation
- Resume
- Cover Letter
- Copy of Unofficial College transcripts
- Copy of Driver's License
- If you are Native American/Indigenous, 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.**

**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.

## **JOB DESCRIPTION**

**POSITION:** Accounts Payable/Payroll Clerk (Full-Time)

**LOCATION:** Keweenaw Bay Ojibwa Community College

**SUPERVISORY CONTROL:** Accounting Manager

**SALARY:** Grade 11: \$19.29-\$28.95 (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.

### **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.
- Must maintain strict confidentiality.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- Possesses 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 two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence  
Molestation  
Contact with or prostitution  
Offenses committed against children

Sexual Assault  
Exploitation  
Crimes against people  
Child abuse or neglect

**DUTIES and 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.
- Assist with processing and submitting bi-weekly EFTPS payments.
- Assist with processing and submitting MI UIA payments.
- Assist with processing and submitting quarterly 941 and MI UIA 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.
- Perform other duties as assigned by the supervisor.

**PRE-EMPLOYMENT TEST:**

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

**INDIAN PREFERENCE:**

Preference will be given to qualified individuals of Native American/ Indigenous descent.

**VETERAN PREFERENCE:**

Preference will be given to veterans (need DD214).

**DEADLINE TO APPLY:** Internal posting closes February 5, 2026, at 4:30 p.m.

External recruitment will begin February 6, 2026, and remain 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, and all documentation required on the cover page of job description to:

Human Resources  
Keweenaw Bay Ojibwa Community College  
770 N. Main Street L'Anse, MI 49946  
OR  
email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

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