

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 Receivable 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 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: Accounts Receivable Clerk (Full-Time)

LOCATION: Keweenaw Bay Ojibwa Community College

SUPERVISORY CONTROL: Accounting Manager

SALARY: Grade 10: \$17.70-\$26.56 (commensurate with experience)

SUMMARY:

The Accounts Receivable Clerk performs general accounting and administrative functions and supports the financial operations of the College by performing a variety of accounting and clerical duties related to billing, payment processing, reconciliation, and recordkeeping. Ensuring accurate and timely posting of student accounts, receivables, and departmental charges while upholding confidentiality, accuracy.

QUALIFICATIONS:

- Associate degree in accounting, business, and three years' accounting experience preferred.
- Solid understanding of basic accounting principles, government accounting, general accepted accounting principles, fair credit practices and collection regulations preferred.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills and hands-on experience in operating spreadsheets.
- Strong attention to detail, accuracy, and organization.
- Ability to maintain confidentiality and uphold Tribal college values.
- Strong communication and customer service skills.
- 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	Sexual Assault
Molestation	Exploitation
Contact with or prostitution	Crimes against people
Offenses committed against children	Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Enter bank deposits weekly into Jenzabar Accounting System.
- Reconcile deposits, and Jenzabar software to bank statements monthly.
- Process accounts for receivable transactions, including invoicing, student billing, sponsorship billing, daycare payments, and departmental charges.
- Review accounts receivable aging accounts and contact students/ daycare customers regarding balance due.
- Record and apply payments received by cash, check, credit card, ACH, or tribal funding sources.
- Process student billing each semester.
- Maintain accurate student account records and ensure correct allocation of tuition, fees, and adjustments.
- Coordinate with Financial Aid to ensure Pell, FSEOG, FWS and Tribal scholarship disbursements post correctly to student accounts.
- Assist with semester rollover.
- Support collection efforts by sending statements, reminders, and communicating payment options.
- Reconcile receivable accounts with the general ledger and resolve discrepancies.
- Prepare, file, and submit required sales, use, and withholding tax returns and reports in a timely and accurate manner.
- Assist with financial audits by preparing documentation, reports, and account summaries.
- Maintain organized digital and physical records in accordance with college and grant compliance standards.
- Provide excellent customer service to students and staff regarding account questions, payment plans, and billing issues.
- Assist with Accounts Payable as needed.
- Ensure compliance with tribal, federal, state, and institutional financial policies.
- Perform other duties as assigned.

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 1/26/2026 – 2/2/2026 @ 4:00 p.m.

External recruitment will begin 2/2/2026 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
P.O. Box 519 Baraga, MI 49908
OR
email hr@kbocc.edu with all documentation
<http://www.kbocc.edu/employment>