

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: (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 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
- Copy of Unofficial College transcripts
- 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

Job Posting Date: 3/10/2025 – 3/24/2025

Internal candidates given preference until 3/17/2025 @ 4:30p.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 Manager

DEPARTMENT: KBOCC Wabanung Campus

SUPERVISORY CONTROL: President

SALARY: Grade 14 (21.98 – 32.83)

SUMMARY: The Accounting Manager will oversee the daily operations of the accounting department, ensuring the efficient management of accounts payable, accounts receivable, grants, and other financial functions. As the final approver of all financial transactions before reaching the President, the Accounting Manager will ensure compliance with internal policies and external regulations. This role involves working closely with a contracted accounting firm for financial statement preparation while assisting in the process and managing journal entries. Additionally, the Accounting Manager will oversee the annual audit and serve as the College's Chief Operating Officer, contributing to strategic financial and operational planning.

QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field

OR

Associate's degree in Accounting, Finance or related field plus 3 years of full-time work experience.

- Strong knowledge of accounting principles, compliance regulations, and financial controls.
- Experience working with external auditors and managing audits.
- Minimum of 1 year supervisory experience is preferred.
- Excellent leadership, organizational, and problem-solving skills.
- Proficiency in accounting software and financial management systems.
- Strong attention to detail with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills.
- Must be able to represent the college in a professional manner.

DUTIES AND RESPONSIBILITIES:

- Supervise and manage accounting staff, ensuring smooth daily operations across accounts payable, accounts receivable, and grants management.
- Act as the final internal reviewer and approver of all financial transactions before submission to the President.
- Collaborate with the contracted accounting firm, assisting in financial statement preparation and ensuring accurate reporting.
- Post journal entries and maintain general ledger integrity.
- Oversee the annual audit process, coordinating with auditors to ensure compliance and timely completion.
- Develop and enforce internal financial policies and procedures to enhance efficiency and regulatory compliance.
- Provide strategic financial insights to leadership, supporting operational and financial planning.
- Monitor and manage financial risks, ensuring effective internal controls are in place.
- Serve as the College's Chief Operating Officer, overseeing financial and operational functions to support the institution's overall mission.
- Due to the nature of the position, professional integrity and confidentiality are necessary.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and 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: Internal applicants 3/17/2025 @ 4:30 PM
External 3/24/2025 @ 4:30PM

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 to

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