

KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President
SUSAN J. LAFERNIER, Vice President
TONI J. MINTON, Secretary
DON MESSER, Assistant Secretary
RANDALL R. HAATAJA, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
SUE ELLEN ELMBLAD
ELIZABETH "LIZ" JULIO
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT

GENERAL LEDGER ACCOUNTANT

One (1) full-time (40 hours/week), Non-Exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- College Transcripts
- Minimum of three (3) Letters of Recommendation
- 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 DD214

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community 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.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

GENERAL LEDGER ACCOUNTANT

One (1) full-time, Non-Exempt position

LOCATION:

Housing Department
220 N. Main Street #26
Baraga, Michigan 49908

SALARY:

Grade 8 (minimum starting wage of \$17.21/hour)

SUPERVISORY CONTROL:

Accounting Manager

SUMMARY:

Responsible for properly performing all general ledger financial activities in accordance with established policies, procedures and controls. The General Ledger Accountant has a key role in the month end and year end close process and the reconciliation and analysis of all GL accounts. Performs, accounting activities for both the governmental and enterprise funds of the Keweenaw Bay Indian Community in conformance with generally accepted accounting principles.

QUALIFICATIONS:

- Bachelor's degree in Accounting, or in related field with 28 semester hours of accounting coursework.
OR
Associate's degree in Accounting, or in a related field with three years full-time experience in accounting.
- Must possess effective communication and organizational skills.
- Must be self-motivated with excellent problem-solving ability.
- A minimum of one-year experience in Accounting, with concentration on balance sheet account reconciliation, fixed assets and financial analysis.
- Must have computer-literate with superior Excel skills.
- Strong analytical skills with a thorough and working understanding of GAAP, FASB and GASB.
- Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information in one-on-one and small group situations.
- Must possess a demonstrated knowledge of accounting, ability to meet time schedules and deadlines; sound judgment, discretion and confidentiality.
- Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and a pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214).

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DUTIES AND RESPONSIBILITIES:

- Maintains and reconciles all general ledger accounts in a timely, effective manner.
- Prepares bank reconciliations
- Prepares and enters journal entries.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Prepares and submits monthly fuel and sales tax refunds.
- May assist accounts payable staff.
- May review or prepare daily revenue entries.
- Reviews tribal balance and prepares adjusting and closing journal entries.
- Prepares inventory adjustments.
- Records depreciation and reconciles fixed asset accounts to asset register.
- Reconciles accounts receivable accounts to subsidiary ledgers.
- Assists in month end close process including the accurate and timely flow of GL entries.
- Assists in the year end close process and prepares records and reports for auditors.
- Prepares internal and external reports.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Supervise and review the work of accounting clerks.
- Assists in the preparation and publication of financial statements.
- Identifies accounting problems, researches possible solutions, and forms conclusions to present to supervisor for review.
- Attends training as required.
- Performs other duties as assigned.

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.

Distribution Date: March 8, 2022

Closing Date: March 22, 2022 at 4:00 pm or until filled

TERO Approval: Deborah P. [Signature] Date: 3.8.2022

Reviewed for barriers only!