

KEWEENAW BAY INDIAN COMMUNITY

2023 TRIBAL COUNCIL

DOREEN G. BLAKER, President
TONI J. MINTON, Vice President
ELIZABETH "LIZ" JULIO, Secretary
ROBERT "R.D." CURTIS, JR., Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

EDWARD M. EDWARDS
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
RANDALL R. HAATAJA
KIM KLOPSTEIN
SUSAN J. LAFERNIER
RODNEY LOONSFOOT

PAYROLL CLERK

One (1) full-time, 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'
- Cover Letter
- Minimum of three (3) professional Letters of Recommendation
- High School Diploma or College Transcripts
- 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
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

The Keweenaw Bay Indian Community does not discriminate on the basis of 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 DESCRIPTION

POSITION:

PAYROLL CLERK

Full-time, Non-exempt position

LOCATION:

KBIC Tribal Center
16429 Beartown Rd
Baraga, MI 49908

SUPERVISORY CONTROL:

Payroll Supervisor

SALARY:

Grade 6 (minimum starting wage = \$18.40/hour)

SUMMARY:

Responsible for performing all required statistical and clerical duties necessary to prepare hourly and salary payrolls, in accordance with established policies, procedures and controls. Assists in the processing of payroll and maintains payroll records and documentation necessary to substantiate and record all payroll related activities.

QUALIFICATIONS:

- Associate's Degree in Accounting or business with related course work in accounting.

OR

- High School Diploma or GED and a minimum of (2) years combined higher education and full-time work experience with related course work in accounting.
- Must have a minimum of one (1) year demonstrated work experience in office setting. Two (2) years demonstrated work experience preferred.
- Previous experience with accounting software is preferred.
- Ability to respond to common inquiries or complaints from customers and employees.
- Ability to plan, organize, set and meet priorities, strict deadlines and the ability to successfully cope with stressful situations and conditions is required.
- Must present a professional appearance and demeanor.
- Must be able to work with minimal supervision.
- Must possess strong analytical, numerical, and reasoning abilities.
- Must possess excellent interpersonal and communication skills.
- Must have excellent math and superior spreadsheet skills (Excel).
- Must have and working knowledge of business machines (personal computer, printers, fax, copy machines, etc.).
- Must be self-motivated with excellent problem solving ability.
- Must be able to prepare records in a clear logical manner with attentiveness to detail.
- Must possess sound judgment and be able to apply discretion in confidential matters.
- Ability to read and interpret documents such as operating and maintenance instructions and policy/procedure manuals.

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- Ability to write routine reports and correspondence.
- Must be able to continuously sit, occasionally stand, and walk.
- Must be able to lift up to forty (40) pounds.
- 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 American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

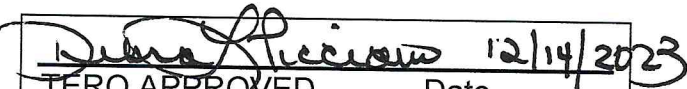
DUTIES AND RESPONSIBILITIES:

1. Edits and processes employee time records, enters into payroll system and checks for accuracy.
2. Process payroll by established deadlines.
3. Verifies hours worked, paid time off and overtime.
4. Advises management when discrepancies are found, researches and remedies situation.
5. Communicates with departments, with respect to payroll activities.
6. Enforces established payroll related policies and regulations.
7. Update employee information in the Payroll system.
8. Assist Payroll Supervisor with all audits.
9. Address requests for pay-related documents including statements and verifications.
10. Assists in the preparation and printing of payroll vouchers.
11. Assists in the administration of sick and annual leave and benefit programs.
12. May interact with outside entities with regard to payroll and bank activities, as needed.
13. Prepares, reconciles and balances various payroll reports and documents.
14. Prepares payment requests for payroll deductions with proper authorization and submits to accounts payable.
15. Organizes and files all payroll reports and supporting documentation to properly maintain an orderly and accurate filing system.
16. Maintains various payroll records and files.
17. Reconciles payroll/accounting report discrepancies.
18. Enters journal entries of employee benefits into MIP.
19. Maintains good working relationships with co-workers, employees, customers, and management.
20. Maintains strict confidentiality.
21. Attends training as required.
22. Performs other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks that 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 a similar kind or level of difficulty.

Distribution Date: December 15, 2023

Closing Date: January 4, 2024 @4:00 pm


 TERO APPROVED Date 12/14/2023