KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

ACCOUNTING CLERK

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
- ☐ Copy of High School Diploma
- ☐ College Transcripts, applicable
- ☐ Minimum of three (3) Letters of Recommendation relevant to the position
- ☐ 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

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

KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

POSITION ANNOUNCEMENT

POSITION: **ACCOUNTING CLERK**
Full-time, Non-exempt position

LOCATION: KBIC Housing Department
220 Main Ave.
Baraga, MI 49908

SUPERVISORY CONTROL: Accounts Payable Supervisor/Accountant/Financial Manager

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

SUMMARY:

Responsible for performing general accounting and administrative functions under established policies, procedures, and controls. Records classify and summarize accounting data. Performs accounting duties in Accounts Payable, Accounts Receivable, Cash Receipts, Revenue Accounting, Payroll, or other accounting functions as assigned.

QUALIFICATIONS:

Associate's Degree in Accounting

OR Associate's Degree in Business with Accounting Principles I & II* (successful completion of Business Core courses will meet Associate Degree requirement). **Applicants currently enrolled in Accounting Principles II may be eligible for employment contingent on passing the class with at least a "C" average; will not maintain eligibility if the class is dropped or needs to be repeated.*

OR Successful completion of Accounting Principles I & II* AND one (1) year accounting work experience in an accounting office or organization. **Applicants currently enrolled in Accounting Principles II may be eligible for employment contingent on passing the class with at least a "C" average; will not maintain eligibility if the class is dropped or needs to be repeated.*

OR High School Diploma and 5 years full-time work experience in accounting, performing the duties and responsibilities listed in the job description. (*list of duties and responsibilities listed below)

- Ability to respond to common inquiries or complaints from customers and employees.
- The 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 possess superior spreadsheet skills (Microsoft Excel).
- Must possess a demonstrated knowledge of accounting.
- Must have a working knowledge of business machines (computers, 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 write routine reports and correspondence.
- Must be able to continuously sit; occasionally stand and walk and carry up to ten (10) pounds.
- Must be able to lift 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 behavior or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Audits invoices against purchase orders and researches discrepancies.
2. Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
3. Monitors accounts receivable to ensure that payments are up to date.
4. Codes data for input to the accounting system according to company procedures.
5. Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
6. Performs billing activities promptly.
7. Maintains good working relationships with co-workers, employees, vendors, customers, and management.
8. Files and maintains accounting records, vendor files, and customer files.
9. Researches and processes all invoices and disbursement documents that require payment.

10. Enters necessary information into the computer and prepares checks to pay invoices and other disbursements promptly.
11. Applies basic accounting principles.
12. Organizes and files all invoices and supporting documentation to properly maintain an orderly and accurate filing system.
13. Obtains authorized approval for all disbursements.
14. Investigate vendor and customer problems and answer all inquiries.
15. Performs daily revenue accounting and audit.
16. Assists in cash receipts processing, coding, and reconciliation.
17. May perform Payroll duties as assigned.
18. Maintains strict confidentiality.
19. Attends training as required.
20. Performs other duties as assigned by the Supervisor.

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 the employee, nor to exclude other duties not mentioned that are of a similar kind.

Distribution Date: June 16, 2026

Closing Date: July 1, 2026 at 4:00pm or until filled

TERO Approval: __06/16/2026_____
(Signature on file)