

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

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

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

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

PAYROLL SPECIALIST

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 direct descent
- ☐ 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. 4175 & 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 SPECIALIST

Full-time, Non-exempt position

LOCATION:

KBIC Tribal Center
16429 Beartown Rd
Baraga, MI 49908

SUPERVISORY CONTROL:

Payroll Supervisor

SALARY:

Grade 9 (minimum starting wage = \$21.33/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, Business Administration, or a related field with coursework in accounting and a minimum of three (3) years of payroll accounting experience;

OR

- High school diploma or GED and a minimum of six (6) years of combined post-secondary education and full-time work experience that includes payroll accounting-related coursework and relevant payroll accounting experience.
- Minimum of one (1) year of demonstrated experience in an office environment required; two (2) years of office experience is preferred.
- Previous experience using computerized accounting payroll software required.
- Proficiency in Microsoft Excel, including the ability to create and maintain spreadsheets, perform calculations, and analyze data.
- Working knowledge of standard office equipment, including personal computers, printers, copiers, scanners, and other business office machines.

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- Strong analytical, mathematical, organizational, and problem-solving skills with exceptional attention to detail.
- Ability to prioritize workload, manage multiple assignments simultaneously, and consistently meet established deadlines in a fast-paced environment.
- Ability to exercise sound judgment, maintain strict confidentiality, and handle sensitive financial and personnel information with discretion.
- Excellent verbal and written communication skills, with the ability to respond professionally to employee, customer, and management inquiries.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with employees, supervisors, departments, and external agencies.
- Ability to work independently with minimal supervision while also contributing effectively as a member of a team.
- Ability to read, interpret, and apply policies, procedures, operating instructions, and other technical or administrative documents.
- Ability to prepare clear, accurate, and concise reports, correspondence, and financial records.
- Demonstrated professionalism in appearance, conduct, and customer service.
- Ability to remain seated for extended periods with occasional standing and walking throughout the workday.
- Ability to frequently use a computer, keyboard, telephone, and other standard office equipment.
- Ability to occasionally lift and/or move up to forty (40) pounds.
- Employment is contingent upon the successful completion of a criminal background investigation, pre-employment drug screening, and pre-employment physical examination, in accordance with organizational policies and applicable law.

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. Process and maintain employee time and attendance records, ensuring accurate entry into the payroll system.
2. Process payroll in accordance with established schedules and organizational deadlines.
3. Review and verify employee work hours, paid leave, overtime, and other payroll-related transactions for accuracy and compliance.

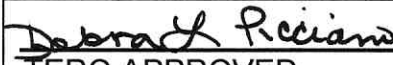
4. Identify, research, and resolve payroll discrepancies, communicating findings and recommended corrective actions to management as appropriate.
5. Serve as a liaison with departments regarding payroll procedures, timelines, and related inquiries.
6. Ensure compliance with established payroll policies, procedures, and applicable federal, state, and local regulations.
7. Maintain and update employee payroll records and demographic information within the payroll system.
8. Assist the Payroll Supervisor with internal and external payroll audits by preparing documentation and responding to audit requests.
9. Respond to employee and third-party requests for payroll-related documentation, including earnings statements, employment and wage verifications, and other authorized records.
10. Assist in the preparation, review, and distribution of payroll vouchers and related payroll documents.
11. Support the administration of leave programs, including sick leave, annual leave, and applicable employee benefit programs.
12. Coordinate with external agencies, financial institutions, and other entities regarding payroll and banking matters, as needed.
13. Prepare, reconcile, and balance payroll reports to ensure the accuracy and integrity of payroll records.
14. Prepare authorized payment requests for payroll deductions and submit supporting documentation to Accounts Payable for processing.
15. Organize, maintain, and retain payroll reports and supporting documentation in accordance with record retention requirements and organizational standards.
16. Maintain accurate payroll records and filing systems to support payroll operations and audit readiness.
17. Research and reconcile discrepancies between payroll records and accounting reports, ensuring timely resolution.
18. Prepare and enter payroll-related journal entries, including employee benefits, into the MIP accounting system.
19. Foster and maintain positive, professional working relationships with employees, management, coworkers, customers, and external partners.

20. Maintain the highest level of confidentiality when handling payroll, personnel, and financial information.
21. Participate in required training and professional development activities to maintain job knowledge and compliance with payroll regulations.
22. Perform other duties and responsibilities as assigned by the Payroll Supervisor or other designated management.
23. Perform the Payroll Supervisor duties in their absence.

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: September 29, 2026

Closing Date: October 14, 2026 @ 4:00 pm or until filled

 TERO APPROVED	<u>9/29/26</u> Date
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