



## POSITION VACANCY ANNOUNCEMENT

**DATE:** March 28, 2018

**POSITION TITLE:** Purchasing and Accounts Payable

**SALARY:** Hourly salary consistent with the MCCA and MSEA salary schedule including an excellent benefit package

**MINIMUM QUALIFICATIONS:** Bachelor Degree in Business or related field, or Associate Degree in Accounting and two years of professional work experience in purchasing/procurement or accounts payable processing.

**RESPONSIBILITIES:** The candidate determines and executes appropriate procurement processes based on MCCA policy, prepares invoices for entry, approves check issuance, voids, and manual checks. Assists in development and reviews requests for proposals/bids. Prepares daily bank deposits and reconciliations. Approves monthly purchasing card transactions and reconciliation to bank statement. Prepares and records CMCC Education Foundation transactions. Reconciles and prepares prepaid activity. Fixed Asset activity and reconciliation. Attention to detail is a must.

**SCHEDULE:** 40 Hours/Week Monday through Friday)  
8:00 a.m. to 4:30 p.m.  
Evening and weekend hours may be required

**APPLICATION:** Employment Application available at [cmcc.edu](http://cmcc.edu) – Employment at CMCC  
This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application, a current resume and letter of interest by April 11, 2018, to:

[tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu)

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