



**POSITION VACANCY ANNOUNCEMENT  
(Revised)**

**DATE:** September 17, 2018

**POSITION TITLE:** Associate Dean of Finance and General Services

**SALARY:  
MINIMUM** Pending Classification

**QUALIFICATIONS:** Master's Degree in Business Administration and four years of related work experience.

**RESPONSIBILITIES:** The candidate has the primary function of assisting the Dean of Finance and General Services with the financial analysis of the college on an ongoing basis. The position is responsible for providing leadership, direction and supervision to the Business Office. The Associate Dean manages, directs, plans and organizes the general accounting functions and the flow of information, financial processes and work assignments within the CMCC business office. Supervision includes: accounting, general ledger, accounts payable, purchasing, accounts receivable, payroll, audit, external financial reporting (including but not limited to iPeds) , and internal financial and budget reporting. Annual audit responsibilities include completion of the closing process, development and completion of audit schedules, and external reports required.

**APPLICATION:** Employment Application available at [cmcc.edu](http://cmcc.edu) –Jobs 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 October 2, 2018, to:

[tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu)  
Todd Crossley  
Central Maine Community College  
1250 Turner Street, Auburn, Maine 04210  
207-755-5434

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)755-5233.