



POSITION VACANCY ANNOUNCEMENT
(Internal Posting)

DATE: March 13, 2019

POSITION TITLE: Associate Dean of Finance and General Services

**BARGAINING UNIT/
SALARY RANGE:** **Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit, Level V**

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 –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 March 26, 2019, to:

tcrossley@cmcc.edu
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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.