



POSITION VACANCY ANNOUNCEMENT

DATE: December 30, 2019

POSITION TITLE: Manager of Financial Services

BARGAINING UNIT: **Salary and Benefits commensurate with the Agreement Between the MCCS and the MSEA Supervisory Services Bargaining Unit**

QUALIFICATIONS: Bachelor's degree in business administration, accounting or closely related field. Minimum of 6 years of accounting experience and 2-3 years supervisory responsibilities. Familiarity with accounting procedures for state and federal grants. CPA or CMA preferred, but not required.

RESPONSIBILITIES: This is a professional position that assists the Dean of Finance with the financial analysis of the college on a monthly and annual basis. Directly oversees, plans, organizes and monitors administrative accounting services and fiscal transactions to ensure the most economical operations consistent with sound business practices and the financial resources of the college. Supervision includes but is not limited to: accounting, general ledger, accounts payable, purchasing, accounts receivable, payroll, audit, internal and external financial reporting and budget functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have accounting/financial management & supervision experience including Accounts Receivable, Accounts payable, Purchasing, Payroll/HR.
- Duties require knowledge of general ledger accounting and closing process in a fund accounting environment. Knowledge of internal controls, and generally accepted accounting principals.
- Ability to understand and perform complex accounting entries.
- Ability to communicate effectively (oral and written) with staff and employees confidentially.
- 2-3 years of advance excel spread sheet experience plus 2-3 years' experience on financial reporting / GL systems is preferred.

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 January 16, 2019, to:

Todd Crossley tcrossley@cmcc.edu
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.