



**DATE:** December 22, 2021

**TITLE OF POSITION:** Accountant II

**SALARY:** Consistent with Maine Community College System and the MSEA Support Unit Salary Schedule Level 17. This position is budgeted at \$19.27 per hour.

**RESPONSIBILITIES:** This position provides professional accounting work in accounts payable, purchasing and budget control. Responsibilities include budget reporting, decentralized purchasing control, purchase card management and grant /foundation fund tracking. Assists cost center managers with preparation and execution of bids, quotes and other purchasing documentation. Participates in month-end and year-end account close outs, as well as annual audits. Proof of Covid-19 vaccination and/or booster required prior to employment.

**MINIMUM QUALIFICATIONS:**

- Baccalaureate Degree in accounting, business or related field.
- 2+ years of directly relevant experience.

**PREFERRED QUALIFICATIONS:**

- Master's Degree in accounting, business or related field.

**APPLICANT PROCESS:** Consideration of applications will begin January 7, 2021, and continue until the position is filled. Please send a letter of application addressing the above, a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at [www.cmcc.edu](http://www.cmcc.edu)) to:

Suzanna Gallant, Director of Human Resources  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[sgallant@cmcc.edu](mailto:sgallant@cmcc.edu)

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