



DATE: August 22, 2022

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 \$47,465.60 annually.

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 up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

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 September 04, 2022, 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) to:

Human Resources Department
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
jobs@cmcc.edu

Central Maine Community College is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 755-5396.