



**DATE:** January 4, 2023

**TITLE OF POSITION:** Accountant I

**SALARY:** Consistent with Maine Community College System and the MSEA Support Unit Salary Schedule Level 15. This position is budgeted at \$20.30/hour, pending experience.

**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:**

- Associates Degree in accounting, business or related field.
- 3 years' experience.
- Equivalent combination of relative experience, education and training may be considered.

**APPLICANT PROCESS:** Consideration of applications will begin January 19, 2023, 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:

Human Resources Department  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[jobs@cmcc.edu](mailto: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.