



OFFICE OF THE PRESIDENT
323 State Street, Augusta, ME 04330-7131
(207) 629-4000 | Fax (207) 629-4048 | mccs.me.edu

Accountant I

The Maine Community College System (MCCS) is seeking a full-time Accountant I. This position assists the accounts payable (AP) personnel at the System Office and the seven community colleges with the day-to-day activities including, but not limited to, accounts payable entries, verifying information, research, vendor tax documents, scanning, filing, etc. This position consistently exercises sound judgment on and an in-depth understanding of generally accepted accounting principles and a working understanding of accounting processes and internal controls.

The Accountant I position also assists the System Office Finance staff with various general accounting and payroll projects.

The required minimum qualifications include an Associate's Degree in accounting or business administration and at least 3 years of relative work experience. Required knowledge, skills, and abilities include, but not limited to, knowledge of automated accounting systems, ability to perform detail work, make mathematical calculations accurately, and experience in using Excel.

The Accountant I position is pending classification within the MSEA Support Services bargaining unit. MCCS offers a full suite of employee benefits including health, dental, vision and life insurance, retirement savings, flexible savings accounts, employee assistance program, tuition waivers, 529 education plan MCCS matching grant and paid holidays, vacation, and sick time.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **December 15, 2022**, to:

Accountant I Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

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

MCCS 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 the MCCS Affirmative Action Office at 629-4000.

Date Posted: December 2, 2022