



# Maine Community College System

## ACCOUNTS PAYABLE SPECIALIST

The MCCS is seeking applications for the position of Accounts Payable Specialist. Reporting to the Director of Financial Operations, this position will be located in Augusta and will support accounts payable personnel at the seven community colleges in identifying issues, formulating corrective actions and assisting in the day to day activities to attain consistency and proficiency throughout the MCCS. The position is responsible for System level accounts payable processes to include approval of invoices, verifying and auditing changes in vendors, testing software upgrades, oversight and accountability on disbursement of funds to the colleges, preparation of month and year end reports and journals, reconciliation of accounting records, processing accounts receivables, 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. An Associate's degree in accounting, business administration, or related field, and four years of experience in accounting is required. Strong computer skills in the area of word processing, spreadsheets and various data base systems, including Microsoft Excel. Competitive compensation and benefits package. To apply, please submit a cover letter, resume, and three references to the address below. Review of applications will begin August 26, 2019.

**Accounts Payable Specialist Search**  
**Maine Community College System**  
**323 State Street**  
**Augusta, Maine 04330**  
Or email [hr@mccs.me.edu](mailto:hr@mccs.me.edu).

*The Maine Community College System is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the MCCS Affirmative Action Officer at 767-0116.*