



ACCOUNTANT II

Title of Position: Accountant II

Bargaining Unit/Salary Range: MSEA Support Services; salary range 17; \$17.38 - \$18.15/hour)

Shift: Monday – Friday; 40 hours/week; Monday – Friday 8AM – 4:30PM

Responsibilities: The employee in this position serves as the primary contact for receiving payments for student accounts. The individual in this position will communicate and interact with customers of the College including students and their parents to provide effective customer service, including receiving and appropriately responding to inquiries and/or complaints regarding their accounts, billing statements, Business Office and College policies and procedures, and other related issues. Analyzing the accounts receivable subsidiary ledger on a monthly basis and providing feedback is an essential function of this position. The employee in this role will also assist with the management of third party billing and work with sponsoring agencies to ensure the proper payment of accounts receivables. This position will also maintain and update various Business Office payment and database spreadsheets and assist in the preparation of the daily cash deposit as well as assist with Student Accounts collection activities.

Minimum Qualifications: Bachelor's Degree in Business Management, Finance or Accounting with at least one year of experience in data entry and collections as well as entry level accounting experience required. Equivalent experience may be substituted for education on a year for year basis.

Knowledge, Skills and Abilities: Knowledge of English grammar, spelling, punctuation, filing systems, standard office practices, strong telephone skills and customer service skills. Must be well versed in business office procedures and practices. Strong computer skills in the area of word processing, spreadsheets and various data base systems. Ability to handle multiple tasks and meet with a diverse public.

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement, vacation, and sick time.

Application Procedure/Deadline: Submit cover letter, resume, application, and three current professional references to: resumes@emcc.edu. Deadline for submission is April 24, 2019.

Institutional Summary: Eastern Maine Community College offers more than 30 traditional and technical programs. The college provides customized, short term, and specialized training courses for a wide variety of businesses, organizations, and the community. We award associates in applied science, associates in science, and associates in arts; certificates; diplomas; and awards of completion for customized, short-term programs, and trainings. The 72-acre campus is located in Bangor, just a short drive from Maine's scenic coast and mountains.

EMCC is dedicated to providing all students with a balanced education focused on problem solving, decision making, communication, social understanding, computer applications, mathematics, and science. Our technology programs include concentrated studies in both technical theory and application in the area of specialization, and all of our programs require liberal arts courses to form the foundation for lifelong learning. Our programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of global complexity.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer.