



Title of Position: Accounting Technician

Bargaining Unit/Anticipated Salary Range: MSEA Support Services; Level 16; \$17.81 - \$18.55/hour

Responsibilities: Manages accounts payable and purchasing under general supervision. Applies accounting principles and techniques to the Accounts Payable function. Allocates payments to proper accounts, follows and recommends new, college and department policies, procedures and regulations as appropriate. Assists in the refund process for student accounts. Perform other accounting project tasks as assigned (grants oversight, monthly and year ending, other). Reconciles Student Activity, and Petty Cash Checking Accounts. Prepares UPS, Postage Allocation, and Purchase Card journal entries on a monthly basis. Performs the final step in the Daily Cash up. Maintains Fixed Asset backup files.

Minimum Qualifications: Associates degree in Accounting, Business Administration or related field required. Minimum of 3 years of experience with accounts payable.

Preferred Knowledge, Skills and Abilities: Strong computer skills in the area of word processing, spreadsheets and various database systems. Ability to hand multiple tasks.

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement and a generous time off package.

Application Procedure/Deadline: Email cover letter, resume, and contact information for three professional references to resumes@emcc.edu. Review of applications will begin immediately and the position will remain open until filled.

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. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633