

# Washington County Community College

## ACCOUNTANT II

Washington County Community College is currently accepting applications to fill an Accountant II position in our business office. This position is responsible for communicating and interacting with customers (both students and parents) of the business office/student accounts both in person, groups, via phone and e-mail to provide support with understanding the cost of attendance and bill payment. Perform reconciliation of accounts receivables, related accounts and prepare journals for approval. Work with Financial Aid Office personnel to address student aid questions and application of aid toward student charges. Exercises sound judgement based on generally accepted accounting principles and processes and internal controls. Pursue collections of all outstanding student accounts of the College. Manage and process all third party billing to ensure the proper payment of accounts.

**Minimum Qualifications:** Bachelor's Degree in accounting, business management or related field or an Associate Degree in accounting and two years of accounting/auditing experience. Experience with Microsoft office products and computerized accounting systems a must. Other appropriate credentials and experience may be considered.

**Bargaining Unit/Salary Range:** MSEA Support unit, Range 17, starting at \$15.84 to \$17.89 depending on education and experience

**Benefits:** 100% employer paid health for employees, dental & life insurance for employees, Maine State Retirement, vacation and sick time allowances, professional development, and free tuition within the MCCC.

**Application Deadline/ Process:** Positions are open until filled; the application review process will begin by close of business **Friday, July 3, 2015**. Please submit cover letter, resume, unofficial or official transcripts and list of three professional references to [resume@wccc.me.edu](mailto:resume@wccc.me.edu) or Robyn Leighton, Payroll & Personnel Coordinator, WCCC, One College Drive, Calais, ME 04619. *WCCC is an EO/AA Employer*