



Maine School of Science and Mathematics

A Residential Community of Academic Excellence

JOB POSTING **Accounting Clerk**

Application Posting Date: Monday, April 2, 2024

Application Closing Date: Until suitable candidate is found

Position Description:

The primary responsibilities of the Accounting Clerk include but are not limited to:

- Experience with Microsoft Excel, Profund/ADS is a plus
- Have the ability to work independently/be a self-starter
- Must have strong organizational skills & attention to detail
- Must have the ability to work with confidential information
- Responsibilities include but not limited to:
 - Work with accounts payable, accounts receivable, and payroll.
 - Process incoming payments by check, credit card, and EFT.
 - Prepare and make bank deposits.
 - Assist with distribution of annual IRS forms.
 - Assist with preparation for annual audits.
 - Maintain accurate records, including ledgers, journals, receipts, and invoices.
 - Perform administrative and other tasks as needed.

MSSM is willing to train the right candidate.

Compensation:

This position is flexible as either Full-Time with benefits or Part-time hours. Salary commensurate with experience.

If you are interested in the above position and meet the eligibility requirements, please complete and return an [MSSM application for employment](#), a cover letter, CV/resume, and three references or letters of recommendation to employment@mssm.org or via fax at 207-325-3340 attention: Tracy Moore

MSSM is an Equal Opportunity Employer