



# Maine School of Science and Mathematics

*Where Going Beyond is the Norm*

## **JOB POSTING** **Accounting Clerk – Part-Time**

**Application Posting Date:** Monday, May 5, 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 is a part-time position with benefits. 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](mailto:employment@mssm.org) or via fax at 207-325-3340 attention: Tracy Moore

MSSM is an Equal Opportunity Employer