



# Maine School of Science and Mathematics

*A Residential Community of Academic Excellence*

## **JOB POSTING Accounting & Payroll Specialist**

**Application Posting Date:** Monday, March 8, 2021

**Application Closing Date:** Until suitable candidate is found

### **Position Description:**

The primary responsibilities of the Accounting & Payroll Specialist include but are not limited to:

- a. Work with accounts payable, accounts receivable, and payroll.
- b. Process incoming payments by check, credit card, and EFT.
- c. Receive, process, and reconcile statements.
- d. Prepare monthly financial statements.
- e. Prepare and make bank deposits.
- f. Prepare and distribute annual IRS forms.
- g. Assist with preparation for annual audits.
- h. Ensure compliance with internal accounting procedures.
- i. Maintain accurate records, including ledgers, journals, receipts, and invoices.
- j. Perform administrative and other tasks as needed.

### **Qualifications:**

- An Associate's Degree in some aspect of business or 2-4 years of equivalent experience is preferred.
- Experience with Microsoft Excel, Profund/ADS & Peachtree is preferred.
- Ability to work independently/be a self-starter
- Must have strong organizational skills and attention to detail.

### **Compensation:**

This is a full-time position with benefits. Salary commensurate with experience.

*If you are interested in this position and meet the eligibility requirements, please complete and return the appropriate MSSM application for employment (non-teaching) <https://www.mssm.org/about/employment-opportunities> a cover letter, resume, and three letters of recommendation to email: [moore.tracy@mssm.org](mailto:moore.tracy@mssm.org) or fax at 207-325-3340  
ATTN: Tracy Moore with Accounting & Payroll Specialist in the Subject Line.*

*MSSM is an Equal Opportunity Employer*