



Employment Opportunity

Position: Accountant III

Hourly Rate: \$18.36-32.24

Date Open: November 17, 2021,

Date Closed: December 30, 2021 or until suitable candidate is found

The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) with early intervention programs and offices on Mackworth Island (located outside of Portland ME) is charged with the provision of statewide services to individuals who are Deaf and hard of hearing from birth through age twenty.

We are seeking an Accountant III with strong attention to detail and a *can do attitude*. This position interacts with many in our organization so the willingness to be part of a collaborative team is essential. Balance Sheet and General Ledger experience preferred. Experience with Payroll and Human Resource is a plus.

Responsibilities include but are not limited to:

- Balance Sheet account reconciliations, general journal entries and general ledger maintenance
- Accounts Receivable invoicing and receipts, monitoring of actual revenues to budgeted revenues
- Contract Management and analysis of grant revenue and expenses
- Provides back up for Payroll and other business office tasks as needed

Minimum Qualifications

- Bachelor's degree in Accounting and/or a minimum of five years of progressive accounting experience
- Knowledge of, and ability to, apply principles, practices and procedures of public finance administration, including fund accounting
- Knowledge of GAAP as they relate to government accounting
- Ability to prepare complete and accurate accounting and financial reports/statements
- Current CHRC Certificate required

A competitive salary and benefits package, including medical/dental insurance, Maine Public Employees Retirement System and paid sick/personal/vacation time, is offered.

If interested in applying for this position please click the **APPLY** link next to the Accountant listing on our Career Opportunities website page. A complete job description is linked to the application.
<https://www.mecdhh.org/professionals/career-opportunities>

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.